



STATE OF NORTH DAKOTA

PAYROLL TRAINING MANUAL

PEOPLESOFT

VERSION 8.9



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Written by MAXIMUS-ERP Solutions Group, March 2003 and revised by OMB, October 2006.

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ADDITIONAL PAY

OVERVIEW

PeopleSoft Additional Pay pages store information about recurring payments made to an employee by the State. You have the ability to specify the amount of the payment, the frequency with which it will be paid, and the date or goal amount at which it should stop. You can also specify an Account Code so the payment will hit specific GL chartfields. When the State creates Paysheets, additional pay records that are marked as OK to Pay, that have not reached the end date, or where the goal balance has not reached the goal amount will be added to the employee's Payline for payment on the employee's check. These earnings will be located in the Other Earnings area of the Paysheet. The State is using the additional pay pages for the following types of payments:

- Unvouchered Expense (S32)

Navigation:

Payroll for North America > Employee Pay Data USA > Create Additional Pay

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.


Create Additional Pay

Enter any information you have and click Search. Leave fields blank for a list of all values.

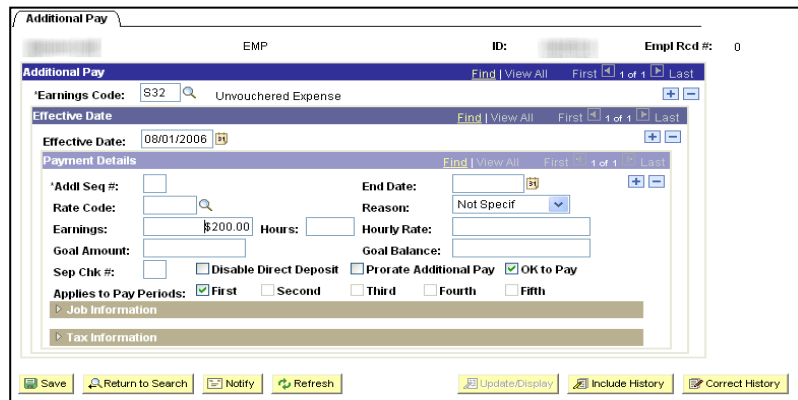
Find an Existing Value

EmplID:	begins with	
Empl Rcd Nbr:	=	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

PAYMENT DETAILS









- **Earnings Code** - Type in a code or select it from the prompted list.
- **Effective Date** - Check this date, as it defaults to the current date. Change it if necessary.
- **Addl Seq#** - Enter 1 in the field.
- **End Date** - Enter only if the payment should stop at some future date.
- **Rate Code** - The State is not using this field.
- **Reason** - Should be Not Specif
- **Earnings, Hours, Hourly Rate** - Enter as necessary, depending on the type of earnings being paid.
- **Goal Amount** - Enter only if you want to control the termination of the payment by amount instead of by the end date.
- **Goal Balance** - only applicable if a goal amount is entered. If goal amount is entered, goal balance is incremented by the payment amount each time the employee receives this payment. When Goal Balance is equivalent to Goal Amount, the payment will automatically stop.
- **Sep Chk#** - Enter a number (starting with 1) if the earnings should be paid on a separate check.
- **Disable Direct Deposit** - Click the box if the earnings should not be included in the direct deposit advice but should be paid on a separate check.
- **Prorate Additional Pay** - Click the box if you want the system to pay a prorated amount when the effective date falls in the middle of the pay period.
- **OK to Pay** - Click to actually pay the earnings.

Note - If you leave this box empty, the system **WILL NOT** include the earnings on the employee's check. The default is unchecked, so you should remember to always look at this box.

- **Applies to Pay Periods** - The system will have checked the appropriate pay periods, assuming the earnings should pay on all periods. Change this if necessary.

JOB INFORMATION

Job Information		
Compensation Rate/Frequency:	\$5,000.000000 / Monthly	
Standard Hours:	30.00	
Employee Type:	Salaried	
Default Job Data		
Position:	00000037	
Business Unit:	STATE	The State of North Dakota
DeptID:	720400	NDGF Wildlife Division
Job Code:	6014	Chief Game Warden
Account Code:		
GL Pay Type:		
Shift:	N/A	
Job Data Override		
Position:	<input type="text"/> 	
Business Unit:	<input type="text"/> 	
DeptID:	<input type="text"/> 	
Job Code:	<input type="text"/> 	
Account Code:	<input type="text"/> 	
GL Pay Type:	<input type="text"/>	
*Addl Shift:	<input type="text" value="Use Job"/> 	

The system displays some basic information in the **Default Job** data area to help you understand the employee's Job record and compensation.

In the Job Data override you can make changes to the employee's defaults if needed.

TAX INFORMATION

▼ Tax Information

State:

Tax Periods:

1

Locality:

*Tax Method:

Annualized

*Tax Frequency:

Pay Grp's

*Benefit Deductions Taken:

NoOverride

Benefit Ded Subset ID:

*General Deductions Taken:

NoOverride

General Ded Subset ID:

RS Addl Pay: 0

Use the Tax Information to change any of the employee's default tax information if necessary.

SCROLL AREAS

You will notice that there are three scroll areas on the Additional Pay page. Each area controls very different data and the combination of inserted rows is very important to proper payment.

The **Additional Pay** scroll area contains the Earnings code to be paid. Inserting rows at this level will simply pay multiple earnings to the employee. The **Effective Date** scroll area will control when the earnings begins. The **Payment Details** scroll area controls how the earnings should pay on the specified effective date.

EXERCISES

The following exercises are designed to review your understanding of the material contained in this manual. Please use the values provided in the exercise. The answers will be reviewed during class.

EXERCISE 1 – SETTING UP ADDITIONAL PAY

1. Access the Additional Pay Data component for the employee you hired: EMPLID_____
2. Enter the earnings code of **S32**
3. Enter the effective Date__01-01-03_____
4. Additional Seq# = 1
5. End date =__01-01-04_____
6. Earnings = \$50.00
7. OK to Pay = checked
8. Save the record.

EXERCISE 2 – UPDATING ADDITIONAL PAY

1. Insert an effective date row = __06-01-03_____
2. Additional Seq# = 1
3. End date =__01-01-04_____
4. Earnings = \$70.00
5. OK to Pay = checked
6. Save the record.



DIRECT DEPOSIT PROCESSING

OVERVIEW

The State of North Dakota will be allowing each employee the option of direct deposit. A maximum of three deposit accounts can be established, and the remainder may be issued as a check. When an employee submits paperwork for direct deposit, the system will send a prenotification of the account and the Transit/routing number to the employee's bank. The bank will attempt to process the information in order to simply validate the numbers. If the bank can successfully prenote, the employee's funds will be deposited in the first payroll after this validation is successful. If the bank cannot post the account information, it will notify the State, who will in turn requests the employee to submit new forms. In the event that the bank cannot process the routing and/or account number, the employee will continue to receive a paper paycheck.

Timing for the processing of new direct deposits and/or changes to existing direct deposits is driven by when the employee submits the information and when the prenote process is run by OMB. For example, OMB processes payroll on a monthly basis, and a change to an employee's direct deposit account is received on 4/15/02. In this case, Payroll and prenote for April has already been run. Therefore, prenote for this change would occur with the May payroll, and the employee would receive a paycheck for that pay period. In June, the employee would begin receiving direct deposit according to the changes that were prenoted in May.

Direct deposit information will be entered at the Agency Level. Therefore, it is critical that you understand how to properly add, maintain and terminate an employee's direct deposit data in PeopleSoft.

Because the State offers self service to most employees the printing of DDP Advices has been stopped for these employees. If your employee has been given access to self service please remember to mark the suppress DDP Advice print box.

ESTABLISHING EMPLOYEE DIRECT DEPOSIT

Navigation:

Main Menu > Payroll for North America > Employee Pay Data

USA > Request Direct Deposit

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Request Direct Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Name:	begins with	<input type="text"/>
Second Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>
Company:	begins with	<input type="text"/>

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)

DIRECT DEPOSIT PAGE

Direct Deposit

Person ID:

Deposit Information

Find | View All | First 1 of 2 | Last

'Effective Date: 09/01/2006 31

'Status: Active

☒ Suppress DDP Advice Print

Distribution Information

Find | View All | First 1 of 1 | Last

'Account Type: Checking

'Deposit Type: Balance

% Net Pay/\$ Amount:

Bank ID: 091310767

☒ Prenotification Required

Account#: 11225566

Prenote Date:

Priority: 1

Prenotification Status: Not Submtd

This data was last updated by

Data last updated on

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

Once you receive direct deposit paperwork from an employee (make sure they are hired first), you can begin the process of defining the direct deposit details. The employee should have included a cancelled check (not a deposit slip) with the routing/transit and account numbers along the bottom. You will need to enter the correct digits for the Bank ID and the Account into the Direct deposit page

Field specifics

Effective Date

Defaults to current date

Status

Defaults to active. Change the status to Inactive if you need to stop the direct deposit.

Suppress DDP Advice Print

All employees with self service access should have this box checked. If an employees requests that their Advice be printed then this box should not be checked.



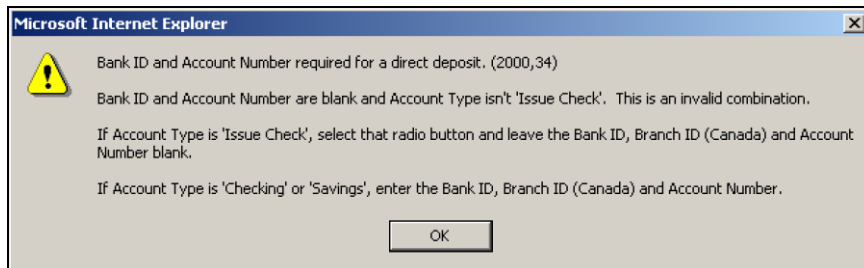
State of North Dakota

Distribution Information

Account Type	Select an account type from the drop down list: Checking , Savings , and Issue Check . The Checking and Savings account types will require Bank and Account data. The Issue Check option will not require those fields to be filled in.
Deposit Type	<p>In this drop-down box, choose Amount if the employee wants a fixed dollar amount to be deposited in this account.</p> <p>In this drop-down box, choose Balance if the balance of an employee's pay is to be deposited in this account. If the employee is electing to have the entire Net amount directly deposited into one account, you can use this option and not fill in any data in the %Net Pay/\$ Amount fields.</p> <p>In this drop-down box, choose Percent if the employee wants a specific percentage of his net pay to be deposited in this account.</p>
%Net Pay/\$ Amount	If the employee chose to use Amount in the Deposit Type field, enter a specific dollar amount here. If they chose a Percent in the Deposit Type field, enter a percent here.
Bank ID	<p>Enter the Bank ID. This is the 9-digit bank transit routing number found at the bottom left of the check. This bank id number will be validated against the State's bank table. If the bank id you are trying to use is not in the table, you will need to notify OMB.</p> <p>Note. You must enter a Bank ID and Account # for each Account Type that you indicate in the Account Type group Box.</p>
Account #	Enter the employee's account number. This number is typically located in the bottom center of the check.
Priority	Enter a priority number for this direct deposit. During calculation, distributions are made to accounts in order of their priority number—the lower the priority number, the higher the priority. The system uses the priority if the employee's net check cannot cover all the deposit definitions.
Prenotification Status and Prenote Date	As discussed in the overview, in order to validate the Bank ID and Account numbers, the system creates a prenote status file the first time it processes direct deposits for each employee and displays the date of the most recent update here.
Prenotification Reqd (prenotification required)	Select this check box if prenotification is required. The box is checked by default. For the State of North Dakota, prenote will always be required.
This data was last updated by and Date last updated on	This area will display information about the user and last time the data was updated. Payroll employee can only access the data through the Direct deposit page online. The system can access the information when it runs payroll, making changes to prenote dates and status.

ERROR MESSAGES

If you indicate that the direct deposit is going into a Checking or Savings account in the Account Type Group box, you must complete the Bank and Account numbers. This makes sense, since the system needs to know that data to properly direct the funding to the employee's bank and account! If you forget to fill in either one or both of these fields, the system will issues the following error message:



EXERCISES

The following exercises are designed to review your understanding of the material contained in this section of the Payroll manual. Please use the values provided in the exercise. The answers will be reviewed during class.

EXERCISE 1 – ENTERING DIRECT DEPOSIT DATA FOR A NEW HIRE EMPLOYEE


An employee who was just hired by the State wants to have her entire net pay directly deposited into her checking account.

Use your newly hired employee for this example. Access the Direct Deposit Data page and enter the employee ID_____

1. Enter an **Effective Date** of __01-15-03_____
2. Set the **Effective Status** to **Active**
3. Enter a **priority** of 1
4. Enter a sample **Bank ID** of __053000196_____
5. Enter a sample **Account#** _____

6. Select **Balance** from the **Deposit Type** drop down box

Do you need to specify any data in the **%Net Pay/\$ Amount** fields?



7. Choose **Checking** in the **Account type** Group Box
8. Note that the **Prenotification Req'd** check box is checked.
9. Click  to save your changes

EXERCISE 2 – ADDING A SAVINGS DIRECT DEPOSIT AMOUNT FOR AN EXISTING EMPLOYEE

Two months later, the above employee decides he wants to change his direct deposit options. He wants to begin depositing \$125.00 per period into a Savings Account, and receive the remainder in a check.

Access the Direct Deposit Data page and enter the employee ID _____. View the current effective dated row.

1. Insert a row in the **Deposit Information** scroll area. The previous row of data will copy down and show in the **Distribution Information** scroll area.
2. Change the **Effective Date** to _09-01-06_____
3. Set the **Effective Status** to **Active**
4. Leave the **priority** set to 1
5. Delete the existing **Bank ID** number and select a new one. To see a selection of valid choices, click on the magnifying glass icon
6. Enter the new Savings **Account #**
7. Select **Amount** from the **Deposit Type** drop down box


8. Specify 125.00 in the **\$ Amount** field (The second box)
9. Choose **Savings** in the **Account type** Group Box
10. Make sure the **Prenotification Reqd** check box is checked
11. Insert a row in the **Distribution Information** Scroll Area by clicking

12. Enter a **priority** of 2
13. Select **Balance** from the **Deposit Type** drop down box
14. Choose **Issue Check** in the **Account type** Group Box
15. Turn the **Prenotification Required** check box off (un-check it)
16. Click the Suppress DDP Advice Print check box. By checking this box, the employee's advice information will be printed on their check stub. The employee will only receive a paycheck rather than a check and advice, but distribution information for both will be contained on the check stub.
17. Click  to save your changes

EXERCISE 3 – UPDATING DIRECT DEPOSIT DATA FOR AN EXISTING EMPLOYEE

Three months after this, your employee decides that having the majority of his pay in a check is inconvenient. He decides to stop his savings deposit, get a check for \$300.00 per period, and have the remainder go into his original checking direct deposit account.

Access the Direct Deposit Data page and enter the employee ID_____

- a. You should see an effective-dated row of 4-1-03
1. Insert a row in the **Deposit Information** Scroll Area
2. Change the **effective date** to ___7-1-03_____
 - a. The old rows will copy down and show in the **Distribution Information** scroll area
3. Leave the **Priority** on the first copied row as 1.
4. Delete the **Bank ID** and **Account Number**.
5. Select **Amount** from the **Deposit Type** drop down box. Specify 300.00 in the \$ Amount field (The second box).
6. Choose **Issue Check** in the **Account type** Group Box.
7. Turn off the **Prenotification Required** check box.(un-check it)
 - a. This will tell the system to now deposit the balance after the \$300.00 comes out into the Direct deposit account
8. Insert a row in the **Distribution Information** scroll area
9. Enter a **priority** of 2.

10. Input **Bank ID**. For a selection of valid choices, click on the magnifying glass.
11. Input the **Account Number**.
12. Select **Balance** from the **Deposit Type** drop down box
13. Choose **Checking** in the **Account type** Group Box
14. Make sure the **Prenotification Required** check box is turned on.
15. Click the Suppress DDP Advice Print check box. By checking this box, the employee's advice information will be printed on their check stub. The employee will only receive a paycheck rather than a check and advice, but distribution information for both will be contained on the check stub.
16. Click  to save your changes

PAYROLL GENERAL DEDUCTIONS

OVERVIEW

Use the General Deduction Data page to assign general (nonbenefit-related) deductions to an employee and to define the calculation method. **When a new employee is hired, all employees will be enrolled, by OMB in the general deduction section 125 admin fee, deduction code S00901. The deduction calculation routine is “default to deduction table” with no flat amount or goal amount. This deduction is used to calculate the employer’s FICA portion of the employee’s flexed deductions, which is used for the administration of the flex comp program. This is an employer paid benefit, and does not affect the employee’s pay.**

The general deduction for NDPEA, S00646, should be entered with a deduction calculation routine of flat amount and the flat/add’t amount field should be left blank. A special process is run to populate this field monthly based on the employee’s gross pay and the maximum and minimum deduction allowed.

In this section, we discuss how to:

- Specify the calculation method for a general deduction.
- Override deduction settings for an employee.

Navigation:

Main Menu > Payroll for North America > Employee Pay Data > Deductions > Create General Deductions

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee’s first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Create General Deductions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:	begins with	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Company:	begins with	

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

GENERAL DEDUCTION DATA

General Deduction Data

Person ID:

Company:

ND State of North Dakota

General Deduction

Find | View All

First 1 of 3 Last

'Deduction Code:

S00131

Flex ProviDent - Family

Deduction Details

Find | View All

First 1 of 1 Last

'Effective Date:

12/01/2005

Take on all Paygroups

☒

'Deduction Calculation Routine:

Default to Deduction Table

Deduction End Date:

Deduction Rate or %:

Loan Interest %:

Flat/Addl Amount:

Goal Amount:

Current Goal Balance:

Ded. stopped by Self Serv User

☐

This data was last updated by

Online User

Data last updated on

11/16/2005

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History

General Deduction

Deduction Code Select the code for the general deduction the system should take for this employee. The prompt table lists only those deductions defined for the employee's company on the Company General Deductions page (Higher Education's deductions codes begin with an "H" and the State's begin with an "S"). The State has grouped the general deduction codes as follows:

- S00100's: Flex Deductions
- S00200's: Insurances
- S00300's: Tax Shelter Annuities
- S00400's: Garnishments
- S00500's: Dental and Vision
- S00600's: Dues
- S00700's: Other Deductions
- S00800's: United Way Deductions
- S00900's: Employer "deductions"

Deduction Details

Effective Date

This should be the first of the month of the wages the deduction should be taken against. If you would like the deduction to begin for the August paid September 1st paycheck the date should be August 1st.



State of North Dakota

Take on all Paygroups

This option applies only to employees who have jobs in more than one pay group. The State will not be combining earnings from multiple jobs that are paid on the same pay run, but instead the employee will receive two checks. The system will take the deduction only when the employee's primary paygroup is paid if this flag is checked off. If it is checked on, the system will take the deduction from all jobs where the deduction is active.

Deduction Calculation Routine

The Deduction Calculation Routine determines how a deduction is calculated for an employee.

Select **Default to Deduction Table** to use the deduction calculation routine specified on the Deduction Table. If you select this option, the system takes the amount or percent from the Deduction Table; thus, the **Flat/Addl Amount** (flat/additional amount) field and the **Deduction Rate or %** field on this page is not available for entry. General Deduction codes that default to the deduction table are:

- S00121 Flex Denticare-single
- S00126 Flex Denticare-one dependent
- S00131 Flex Denticare-family
- S00510 Denticare-single
- S00520 Denticare-one dependent
- S00530 Denticare-family
- S00601 AFSCME
- S00616 INDSEA
- S00621 IAPES
- S00622 IAPES Additional
- S00651 ND Troopers Association

Deduction End Date

This date should be the first of the month of the month that you do not want this deduction taken anymore. For example if you do want the deduction taken on the wages for December paid January 2nd then use the date of December 1st.

Deduction Rate or %

This field is not being used by the State.

Loan Interest %

This field is not being used by the State.

Flat/Addl Amount

Depending on the value you select for the **Deduction Calculation Routine** field, you may need to enter a flat or additional amount in this field.

Note. The system maintains the maximum yearly deduction amount for the deduction in the Deduction Table. The system checks this maximum before processing the deduction during the Pay Calculation process.



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Goal Amount

Enter the limit for the total amount of the deduction. After this goal is met, the deduction ends. However, if there is a maximum yearly deduction, and the maximum has been reached, the system does not take the deduction, regardless of whether the goal amount has been reached. For example, if the maximum yearly deduction amount allowed for United Way is \$80, and an employee's goal amount for United Way is \$100, the system stops taking the deduction when \$80 is reached.

Current Goal Balance

Displays the total amount taken to date from the employee's pay for this deduction. The system updates this amount after every payroll run, during the Pay Confirmation process. When the Current Goal Balance equals the Goal Amount for this deduction, the system automatically stops taking the deduction. If you want the deduction to start again, you must increase the Goal Amount to the new total to be deducted.

Ded. stopped by Self Serv User

If the employee stops a voluntary deduction using the Voluntary Deduction Update self-service Web application, the system will automatically select this check box. **Note: The State is not yet using this functionality of employee Payroll Self Service**

This data was last updated by, On

Each time the general deduction is updated, the system indicates whether an Online operator or a self-service Web user made the update, and it displays the date of the most recent update. Online operators can update online using the General Deduction Data page. The employee, also known as the Web user, can update using the Voluntary Deduction self-service application.


Note: The State is not yet using employee Payroll Self Service.

EXERCISES

The following exercises are designed to review your understanding of the material contained in this section of the Payroll manual. Please use the values provided in the exercise. The answers will be reviewed during class.

EXERCISE 1 – ENTERING A GENERAL DEDUCTION FOR A NEW HIRE EMPLOYEE




Access the General Deduction Data page and enter your newly hired employee ID_____

1. Enter the Deduction Code of S00731: Missouri Valley YMCA-Bismarck (If you are adding a general deduction for a current employee then you must add a new row.)
2. Enter an Effective Date of __2-1-03_____
3. Change the Deduction Calculation routine to Flat Amount
4. Enter a Flat Amount of __10.00_____
5. Click  to save your work.

Question – When will this deduction stop? Why?

EXERCISE 2 – UPDATING A CHARITY DEDUCTION FOR AN EXISTING EMPLOYEE

Two months later, your employee turns in a request to increase her YMCA Deduction to \$20.00 effective immediately. She only wants this increased amount to run through the end of 2003. As of 2004, she wants to reduce the deducted amount to \$10.00 again but still continue the deduction.

1. Access the General Deduction Data page and enter your employee ID _____
2. Locate the General deduction Scroll area, and find the **Deduction Code of S00731 Missouri Valley YMCA Bismarck**
3. Insert a row in the **Deduction Details** scroll area by clicking the  button
4. Change the effective date to 4-1-03.
5. Leave the Deduction Calculation routine as Flat Amount
6. Change the Flat Amount to \$20.00
7. Enter the Deduction End date of 12/31/2003
8. Insert ANOTHER row in the **Deduction Details** scroll area by clicking the  button
9. Change the **Effective Date** to 01/01/2004
10. The Deduction Calculation routine should be Flat Amount, just like the row before.
11. Change the Flat Amount to \$10.00
12. Click  to save your work.



EMPLOYEE TAX DISTRIBUTION

OVERVIEW

This chapter defines the tax distribution component and explains how to setup an employee's tax distribution.

OBJECTIVES

After completing this section, you will be able to:

1. Understand what the tax distribution component is used for.
2. Set up an employee's tax distribution.

EMPLOYEE TAX DISTRIBUTION DATA

PeopleSoft automatically creates the Employee Tax Distribution Data page during the hire process. The system defaults state/provincial and local tax data to the Tax Distribution page using the Tax Location ID specified on the employee's Job Data record and the corresponding information on the Tax Location Table. Every employee must have at least one Tax Distribution record.

Navigate:

Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Tax Distribution

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Update Tax Distribution

Enter any information you have and click Search. Leave fields blank for a list of all values.

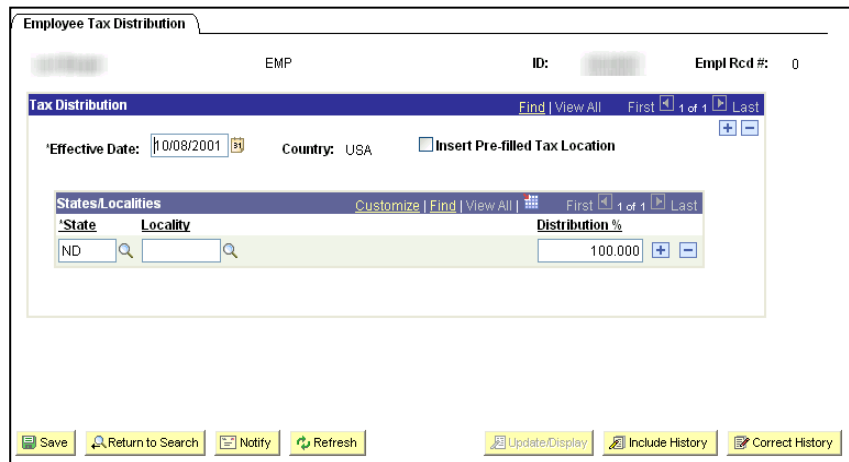
Find an Existing Value

EmplID:	begins with	
Empl Rcd Nbr:	=	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Alternate Character Name:	begins with	
Middle Name:	begins with	

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)

The following **Employee's Tax Distribution** page now displays:



The screenshot shows the 'Employee Tax Distribution' page. At the top, there are fields for 'EMP' (Employee ID), 'ID:', and 'Empl Rcd #:' (Employee Record Number). Below this is a 'Tax Distribution' section with a table. The table has columns for 'State', 'Locality', and 'Distribution %'. The first row shows 'ND' for the state and '100.000' for the distribution percentage. There are also buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'.

This panel is automatically created with the hire process, however this panel should be viewed to make sure that the correct locality has been populated.

The employee's name appears right under Employee Tax Distribution.

ID - The employee's identification number displays here.

Empl Rcd# (employee record number) - The employee's record number displays here.

TAX DISTRIBUTION SECTION

Effective Date – Since this page is automatically populated during the hire process, this will be the same as the date of hire. This date should not be changed.

Country - The default country established displays here.

Insert Pre-filled Tax Location - Select this check box to make the system automatically:

- Search for the employee's job record for the Tax Location Code.
- Determine all states/provinces and localities associated with that code.
- Create the appropriate number of tax distribution rows.



State of North Dakota

Note: The system will only insert records that have been set up on the Local Tax Data page (See Employee Tax Data section).

If you use this option, simply enter the percentage of time the employee works at each location listed.

STATES/LOCALITIES SECTION

State - Enter the state in which the employee works.

Locality – N/A. No locality taxes in ND or MN.

Distribution % - Enter the percent of the employee's time or earnings that apply to the selected state/locality in the State and Locality field(s). This tax distribution is for work location-based taxes only; this does not include resident-based taxes. If the employee works in one state or locality, the Distribution % should be 100 for that row. However, if an employee is hired or transferred into a tax location that represents more than one state or locality, you must distribute taxes among the different states or localities. All the percentages must total 100%. You cannot save the page until the Distribution % values total 100%.

Note: You can distribute taxes for salaried and exempt hourly employees only.



EMPLOYEE TAX DATA

OVERVIEW

This chapter defines the employee tax data component and explains how to setup an employee's tax data.

OBJECTIVES

After completing this section, you will be able to:

1. Understand how the employee tax data component is used.
2. Set up an employee's tax data.

EMPLOYEE TAX DATA

The Tax Data panels are used to record and maintain federal, state and local tax information that PeopleSoft will use to calculate taxes for employees.

Navigate:

Main Menu > Payroll for North America > Employee Pay Data USA > Tax Information > Update Employee Tax Data

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Update Employee Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Name:	begins with	<input type="text"/>
Second Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>
Company:	begins with	<input type="text"/>

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)



State of North Dakota

The Employee's Tax Data – **Federal Tax Data** page will appear:

Federal Tax Data

State Tax Data

Local Tax Data

Person ID: [REDACTED]

Company: ND State of North Dakota

Effective Date [05/01/2003] Find | View All First 1 of 1 Last

'Effective Date: 05/01/2003 This data was last updated by System on 03/14/2006

☒ Exempt from FUT ☐ Use Total Wage for Multi-State

Special Tax Withholding Status

☒ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax
☐ Maintain Taxable Gross; FWT zero unless specified in 'Additional Withholding' below
☐ Non-Resident Alien; Tax Treaty/NR Data
W-4 Processing Status: ☐ None ☐ Notification Sent ☐ New W-4 Received

Federal Withholding Status

Tax Marital Status: ☐ Single ☒ Married Withholding Allowances: 3
If married, but withholding at single rate, select Single status and check here. ☐

Flagged for IRS

☐ W4 Flagged for Transmission

FWT Additional Amount

Amount: Percentage:

Lock-In Details

☐ Letter Received Limit On Allowances: 0

Earned Income Credit

☒ Not applicable
☐ Single, or Head of Household
☐ Married without spouse filing
☐ Married, both spouses filing

W-5 Processing Status

☐ None
☐ Notification Sent
☐ New W-5 Received

Tax Treaty/NR Data

Date of Entry: Country: Treaty ID: Treaty Exp Date:
'Form 8233 Recd: No 8233 In Effect Date: 8233 Exp Date:
'Form W8 Recd: No W8 In Effect Date: W8 Exp Date:
'Form W9 Recd: No W9 In Effect Date:
Taxpayer ID Number: NRA Withholding Rule: Subject to Rule
Allowable Earnings Codes Find | View All First 1 of 1 Last
Income Code (for 1042-S): Max Earnings Eligible Per Year: Tax Rate (after form): Tax Rate (before form):

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Federal Tax Data | State Tax Data | Local Tax Data

FEDERAL TAX DATA

Note: The Federal, State, and Local Tax Data pages are a set of “chained” pages. This means that you will have to always insert a row on the Federal Tax Data page regardless of the type of tax change you are making. This does not mean that you have to always change federal tax data if the change is only to State tax data, but you will start such a transaction by inserting a row on the federal tax data page first. You should notice that the effective date field is only enterable on the Federal Tax page and is display only on the State and Local pages.

Use the Federal Tax Data page to record and maintain the federal tax information that is used by the system to calculate federal taxes for employees. Federal taxes include Federal Income Tax and FICA.

The employee’s name appears under the Federal Tax Data tab.

Person ID - The employee's identification number displays here.

Company – ND for State of North Dakota

Effective Date – Since this page is automatically populated during the hire process, the date will be the same as the date of hire. For a new hire, insert a new row with the effective date of the day after the hire date even though the employee’s tax status maybe S and allowances are 0 (the default) to signify that you have reviewed the employee’s tax data.

This data last updated by -This display-only field indicates whether the employee's federal tax data was last updated by an online system operator or by a Web user, using the PeopleSoft Self-Service Web Application. The date of the most recent update displays here.

Exempt from FUT- defaults to checked

Use Total Wage for Multi-State- Select this check box to use taxable wages from all work states in the calculation of state taxes. Not applicable when wages are all earned in one state.



State of North Dakota

SPECIAL TAX WITHHOLDING STATUS SECTION

Select one from the following:

None – (Default) Select None if no special tax status exists. Under this option, the system will calculate federal withholding tax based on the employee's gross, marital status, and withholding allowances.

Note: If you select this option, and you specify an amount or percentage in the Additional Withholding group box, the system will calculate taxes based on the information in the tax table plus the indicated additional withholding.

Maintain Taxable Gross - Select Maintain Taxable Gross to override the normal tax calculation with the flat amount or percentage indicated in the Additional Withholding Amount or Percentage fields. Then the system determines taxable gross for FWT, using the individual earnings an employee is paid. The tax withheld then becomes either a flat amount or a percentage of the Federal Taxable wages.

Note: Use this option for employees who claim exempt status on their W-4 form.

Do Not Maintain Taxable Gross and Do Not Withhold Tax - Select Do Not Maintain Taxable Gross and Do Not Withhold Tax to indicate that the federal withholding taxes will not be withheld from the employee's pay. Additionally, the Federal Taxable gross balance will not reflect the pay an employee receives. Since selecting this option causes the system to NOT tax AND to not maintain balance information, this option should **NEVER** be used.

Tax Treaty/NR Data - Select Non-Resident Alien if the employee is to be taxed as a non-resident alien. This case usually arises as a result of a tax treaty agreement between the United States and the non-resident alien's country of citizenship.



FLAGGED FOR IRS

W-4 Flagged for Transmission - This is used with the W-4 Business Process Designer run at year-end to identify employees who must submit new forms in order to retain their Exempt status.

FEDERAL WITHHOLDING STATUS

Tax Marital Status – Use this field to reflect the employee's marital status for federal withholding taxes, as indicated on the submitted form W-4.

Withholding Allowance – Defaults to "0". This field is used to enter the number of allowances that the employee claims for federal withholding tax purposes. This number should match the number on the employee's W-4 form.

If married, but withholding at single rate, select Single status and check here. - Check this box if this applies.

FWT ADDITIONAL WITHHOLDING

Use the **Amount** and **Percentage** fields to indicate that additional FWT taxes are to be taken. You can specify both an amount and a percentage, if appropriate. The effect of this field depends on the option you select in the Special Tax Withholding Status group box.

Amount - Enter an additional flat amount to be withheld.

Percentage - Enter an additional percentage to be withheld.

LOCK-IN DETAILS

Letter Received - Select this check box if a letter has been received from the IRS specifying the allowances an employee is allowed to take. (Defaults to blank)

Limit on Allowance - Enter the maximum number of allowances possible. The value that you enter in Withholding Allowances cannot exceed the value you enter in this field.

EARNED INCOME CREDIT SECTION

Earned Income Credit is a payment from the government that is available to individuals who meet a number of qualifications related to family and income status. Employees can choose to receive advance Earned Income Credit payments with each paycheck, by filling out Form W-5.



Select one from the following:

Not applicable – (Default) Select Not applicable if the employee is not eligible for this credit. No payment will be made.

Single, or Head of Household - Select Single, or Head of Household filing if the employee is eligible for the credit and is single or head of household.

Married without spouse filing - Select Married without spouse filing if the employee is eligible for the credit and is married without the spouse filing.

Married with both spouses filing - Select Married with both spouses filing if the employee is eligible for the credit and is married with both spouses filing.

Note: The payment amounts are determined by rates on the Federal/State Tax Table under \$E.

W-5 Processing Status - This is used with the W-5 Business Process Designer that is run at year-end to identify employees who must submit new forms in order to retain their Advanced Earned Income Credit status.

Select one from the following:

None - Select if W-5 processing is not applicable to the employee.

Notification Sent - Select Notification Sent to indicate that the employee has been notified to submit a new Form W-5.

New W-5 Received - Select New W-5 Received to indicate that a new Form W-5 has been received.



State of North Dakota

Click on the **State Tax Data** tab.

The following employee's **State Tax Data** page now displays:

STATE TAX DATA

Federal Tax Data	State Tax Data	Local Tax Data
Person ID: [REDACTED]		
Company: ND State of North Dakota		
Effective Date: 09/20/2006		
State Information		
State: ND Graduated Tax Tbls-Allowances		
<input checked="" type="checkbox"/> Resident <input type="checkbox"/> Non-Residency Statement Filed <input checked="" type="checkbox"/> UI Jurisdiction		
Special Tax Status		
<input checked="" type="radio"/> None <input type="radio"/> Do Not Maintain Taxable Gross and Do Not Withhold Tax		
<input type="radio"/> Maintain Taxable Gross; SWT zero unless specified in 'Additional Withholding' below		
<input type="radio"/> Non-Resident Alien; Fed Rules		
SWT Marital/Tax Status: M Married		
Withholding Allowances: 0		
Additional Amount Adjustment		
Amount: [REDACTED] <input checked="" type="radio"/> Increase <input type="radio"/> Decrease		
Percentage: [REDACTED]		
Lock-In Details		
Letter Received <input type="checkbox"/> Limit On Allowances: 0		
Addl Allowances: [REDACTED]		
% of Federal W/H: [REDACTED] Annual Exemption Amount: [REDACTED] Earned Income Credit <input type="checkbox"/>		
(AZ Only) (MS Only) (IN Only)		
SDI Status: N/A Retirement Plan <input checked="" type="checkbox"/> Exempt From SUT <input type="checkbox"/>		
(PR Only)		
California Wage Plan Code		
Disability/Unemployment Plan: None/State		

Use the State Tax Data page to record and maintain state tax information that the system will use to calculate state taxes for employees.

If the employee works for multiple companies, the tax data is defined by company. If the employee works in multiple states or lives in a state other than the state of employment, each state must be identified on these pages.



State of North Dakota

State – ND; employees who reside in a state other than ND will have a row for their residence state and for ND.

Resident – Select this check box if the state selected in the State field is the state of residence.

Non-Residency Statement Filed – Check if you have received this statement from the employee.

UI Jurisdiction (unemployment insurance jurisdiction) – Identifies the state as the work state. Select this check box if the state selected in the State field is the work state. Your employees will always have this box checked on the ND row.

NOTE: If an employee lives in one state and works in another, the Resident check box will be marked for the resident state, and the UI Jurisdiction box will be marked for the work state. The work state is defined by the Tax Location code assigned on the employees Job Record. For most employees, the resident state and the work state will be the same, and therefore both will be marked.

EXAMPLES

For an employee who resides in ND and ND is the work state, the employee's state tax data information should appear as follows:

The screenshot displays the 'State Tax Data' tab for an employee named Sally M. Person (ID: 7006961). The form is for the State of North Dakota, with an effective date of 02/02/2004. The 'State' field is set to ND. The 'Resident' checkbox is checked, and the 'UI Jurisdiction' checkbox is also checked. The 'Non-Residency Statement Filed' checkbox is unchecked. Under 'Special Tax Status', the 'None' radio button is selected. The 'SWT Marital/Tax Status' is set to 'Married'. The 'Withholding Allowances' are set to 2. The 'Additional Amount Adjustment' section shows 'Amount' and 'Percentage' fields, with 'Increase' and 'Decrease' radio buttons. The 'Lock-In Details' section shows 'Letter Received' as unchecked and 'Limit On Allowances' as 0.

Effective Date	Find	View All	First	3 of 4	Last
02/02/2004					

State Information	Find	View All	First	1 of 1	Last
*State: ND					

☒ Resident ☐ Non-Residency Statement Filed ☒ UI Jurisdiction

Special Tax Status

☒ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax

☐ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below

☐ Non-Resident Alien; Fed Rules

*SWT Marital/Tax Status: M Married

Withholding Allowances: 2

Additional Amount Adjustment

Amount: ☒ Increase ☐ Decrease

Percentage:

Lock-In Details

Letter Received ☐ Limit On Allowances: 0

A row is inserted for ND and the Resident box and UI Jurisdiction box is checked.

For an employee who resides in MN and wants MN taxes withheld and ND is the work state, the employee's state tax data information should appear as follows:

Federal Tax Data State Tax Data Local Tax Data

Person, Sally M ID: 7006961

Company: ND State of North Dakota

Effective Date: 02/03/2004 Find | View All First 2 of 4 Last

Effective Date: 02/03/2004 + -

State Information Find | View All First 1 of 2 Last

*State: MN Graduated Tax Tbls-Allowances + -

☒ Resident ☐ Non-Residency Statement Filed ☐ UI Jurisdiction

Special Tax Status

☒ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax

☐ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below

☐ Non-Resident Alien; Fed Rules

*SWT Marital/Tax Status: M Married

Withholding Allowances: 2

Additional Amount Adjustment

*State: ND Graduated Tax Tbls-Allowances + -

☐ Resident ☐ Non-Residency Statement Filed ☒ UI Jurisdiction

Special Tax Status

☒ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax

☐ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below

☐ Non-Resident Alien; Fed Rules

*SWT Marital/Tax Status: M Married

Withholding Allowances: 2

Additional Amount Adjustment

Amount: ☒ Increase ☐ Decrease

Percentage:

Lock-In Details

Letter Received ☐ Limit On Allowances: 0

A row is inserted for MN and the Residence box is checked and a row is inserted for ND and the UI Jurisdiction box is checked.

For an employee who resides in MN and does not want either MN or ND taxes withheld and ND is the work state, the employee's state tax data information should appear as follows:

Federal Tax Data

State Tax Data

Local Tax Data

Person, Sally M
 Company: ND State of North Dakota
 ID: 7006961

Effective Date: 02/04/2004
 Find | View All First 1 of 4 Last

State Information
 Find | View 1 First 1-2 of 2 Last

*State: MN Graduated Tax Tbls-Allowances
☒ Resident ☐ Non-Residency Statement Filed ☐ UI Jurisdiction

Special Tax Status
☐ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax
☒ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below
☐ Non-Resident Alien; Fed Rules

*SWT Marital/Tax Status: M Married

Withholding Allowances: 2

Additional Amount Adjustment
 Amount: ☒ Increase ☐ Decrease

*State: ND Graduated Tax Tbls-Allowances
☐ Resident ☐ Non-Residency Statement Filed ☒ UI Jurisdiction

Special Tax Status
☐ None ☐ Do Not Maintain Taxable Gross and Do Not Withhold Tax
☒ Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below
☐ Non-Resident Alien; Fed Rules

*SWT Marital/Tax Status: M Married

Withholding Allowances: 2

Additional Amount Adjustment
 Amount: ☒ Increase ☐ Decrease
 Percentage:

Lock-In Details
 Letter Received ☐ Limit On Allowances: 0

A row is inserted for MN and the Residence box is checked and a row is inserted for ND and the UI Jurisdiction box is checked. The Maintain gross taxable; SWT will be zero unless specified in 'Additional Withholding' below dial is checked on both the MN and ND row.

SPECIAL TAX STATUS

Select one from the following options:

None – (Default) Select if no special tax status exists. Under this option, the system will calculate state withholding tax based on the employee's gross, marital status, and withholding allowances. If you select None in the Special Tax Status group box and you specify an amount or a

percentage in the Additional Amount Adjustment group box, the system will calculate taxes based on the information in the tax table and the indicated additional withholding.

Maintain Gross Taxable - to override the normal tax calculation with an amount or a percentage indicated in the Additional Amount Adjustment group box. The tax withheld then becomes either the flat amount or a percentage of the taxable wages.

Note: Use this option for employees claiming Exempt status on the W-4 form.

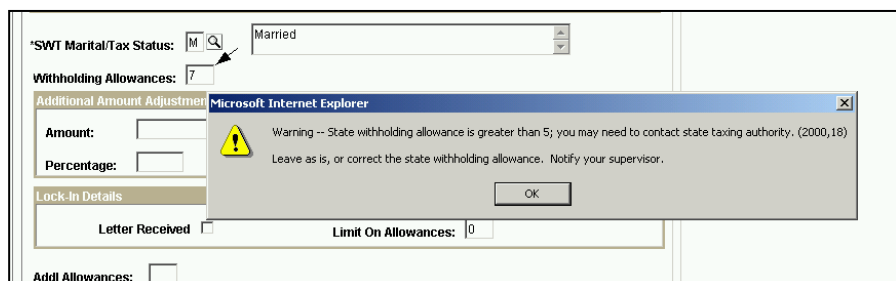
Do Not Maintain Taxable Gross and Do Not Withhold Tax – Select Do Not Maintain Taxable Gross and Do Not Withhold Tax to indicate that the state withholding taxes will not be withheld from the employee's pay. Additionally, the State taxable gross balance will not reflect the pay an employee receives. Since selecting this option causes the system to NOT tax AND to not maintain balance information, this option should **NEVER** be used.

Non-Resident Alien; Fed Rules – select the check box to tell the system to calculate state taxes using the same treaty rule as used for federal tax calculations. This option is valid only when the Non-Resident Alien option is selected for Federal Taxes.

SWT Marital/Tax Status (state withholding tax marital/tax status) – Use this field to reflect the employee's marital status for state withholding taxes, as indicated on the submitted form W-4.

Withholding Allowances – Defaults to '0'.

This field is used to enter the number of allowances that the employee claims for state withholding tax purposes and should match the number on the employee's W-4 Form. If an employee claims more the 5 allowances an error message will appear. This message can be ignored.



The screenshot shows a web form for state withholding tax. The 'SWT Marital/Tax Status' is set to 'Married'. The 'Withholding Allowances' field is set to '7'. A warning message is displayed: 'Warning -- State withholding allowance is greater than 5; you may need to contact state taxing authority. (2000,18) Leave as is, or correct the state withholding allowance. Notify your supervisor.' The message has an 'OK' button. Other fields include 'Additional Amount Adjustment' (Amount and Percentage), 'Lock-In Details', 'Letter Received', 'Limit On Allowances' (set to 0), and 'Add Allowances'.



ADDITIONAL AMOUNT ADJUSTMENT

The **Amount** and **Percentage** fields operate exactly as they do on the Federal Tax Data page.

Amount - Enter an additional flat amount to withhold.

Increase/Decrease – Select increase for an increase to withholding and decrease to lower the tax withholding by the given amount or percent.

Percentage - Enter an additional percentage to withhold. The additional withholding is calculated by taking a percentage of the taxable wages.

LOCK-IN DETAILS

Letter Received - Select this check box if a letter has been received from the IRS specifying the allowances an employee is allowed to take. (Defaults to blank)

Limit on Allowance - Enter the maximum number of allowances possible. The value that you enter in Withholding Allowances cannot exceed the value you enter in this field.

EXEMPT FROM SUT

This field is used for state unemployment and should be checked if the employee is to be exempt from state unemployment tax.

CALIFORNIA WAGE PLAN CODE


This field is not being used.

EXERCISES

The following exercises are designed to review your understanding of the material contained in this section of the Payroll manual. Please use the values provided in the exercise. The answers will be reviewed during class.


EXERCISE 1 – ENTERING FEDERAL TAX DATA FOR A NEW HIRE EMPLOYEE

A new hire employee has completed her W-4 form. You have completed the hire process and now need to update her Tax data. She resides in ND.

1. Access the Employee Tax Data page for your newly hired employee_____
2. Insert a row with an effective date one day after the existing (hire) row. (Even if the employee is claiming single and zero).
3. Choose the **Tax Marital Status** of **Married**
4. Enter **2** in the **Withholding Allowances** field
5. In the **FWT Additional Amount** group box, enter a flat amount of \$30.00
6. Click on the State Tax data tab to move to that page
7. The **State** should be defaulted to **ND**
8. The **Resident** check box should be selected
9. In the **SWT Marital Status** field enter **M** for **Married**
10. Enter **2** in the **Withholding Allowances** field
11. Click  **Save** to save your changes.

EXERCISE 2 – UPDATING STATE TAX DATA

Your employee has completed a new W-4 form. She wants to change the additional amount for state tax.

1. Access the Employee Tax Data page for
employee_____
2. On the Federal Tax data page, insert a row at the effective Date scroll area.
 - a. Why did you start on this page and not on the State tax data page?
3. Change the effective date to ____9-1-06_____, the date the employee wrote on the W-4.
4. Click on the State Tax data tab to move to that page
5. Enter the new additional amount in the Additional Amount Adjustment Amount field.
6. Click  to save your changes.

GARNISHMENTS

Garnishment processing for the State of North Dakota is a Central Payroll function. If your agency receives any documentation related to employee garnishments, it should be forwarded to the central payroll office immediately.

Information related to garnishment processing is stored in the Garnishment Specification Data pages. This data will be entered and maintained by Central Payroll. At the agency level, you will have VIEW ONLY access to this information. You may locate this data by using the following navigation path:

Navigate:

Main Menu > Payroll for North America > Employee Pay Data USA > Deductions> Create Garnishments

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Create Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Name:	begins with	<input type="text"/>
Second Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>
Company:	begins with	<input type="text"/>

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)

To inquire about existing garnishment balance information, you may select the Garnishment Balances page. Locate this data by using the following navigation path:

Navigate:


Main Menu > Payroll for North America> Periodic Payroll Events USA > Balance Review > Garnishments

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Garnishments

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

EmplID:	begins with ▼	
Name:	begins with ▼	
Last Name:	begins with ▼	
Second Name:	begins with ▼	
Second Last Name:	begins with ▼	
Alternate Character Name:	begins with ▼	
Company:	begins with ▼	

☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

PAYROLL DATA

OVERVIEW

This chapter defines the Payroll Data component and explains the procedures in updating an employee's payroll data.

OBJECTIVES

After completing this section, you will be able to:

1. Understand what the Payroll Data component is used for.
2. Update Payroll Data for an employee.

PAYROLL DATA

In addition to the required information stored on the pages in the Maintain Payroll Data window, you may want to complete the optional Payroll Data pages in the same window.

Note: All pages in the Payroll Data component are not required for payroll processing, with the exception of multiple jobs processing, when the single check option has been selected. The State does not use the single check option at this time.

Navigate:

Main Menu > Payroll for North America > Employee Pay Data USA > Update Payroll Options

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Update Payroll Options

Enter any information you have and click Search. Leave fields blank for a list of all values.

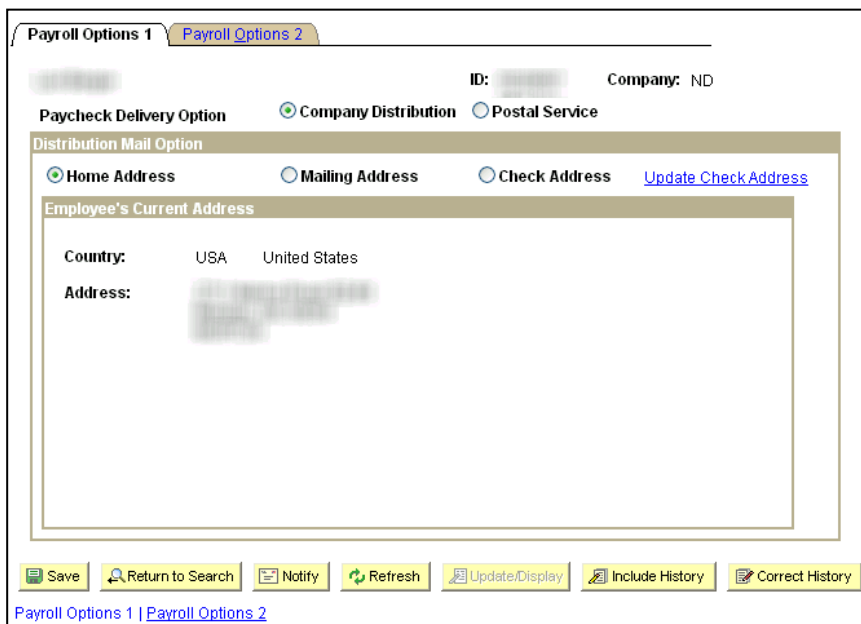
Find an Existing Value

EmplID:	begins with	
Name:	begins with	
Last Name:	begins with	
Second Name:	begins with	
Second Last Name:	begins with	
Alternate Character Name:	begins with	
Company:	begins with	

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)

The following employee's **Payroll Options** page now displays:



The Payroll Options page is used to enter optional employee payroll processing, such as where the check should be distributed and payroll deduction subset options.

In the section directly under the Payroll Options 1 tab appears the Employee Name, ID number, and the Company Name.

PAYROLL DATA 1

Paycheck Delivery Option – When the system prints paychecks, it formats the address and chooses the detail it prints according to these choices:

- *Company Distribution* should be selected if the State will be including the check in the regular Agency/Department check distribution. This is the option that will be defaulted for the State.
- Select *Postal Service* to indicate that the check should be mailed via the Postal Service.

DISTRIBUTION MAIL OPTION

Home Address - Select this option to send checks to the employee's home address. The system automatically displays the home address from the employee's Personal Data page.

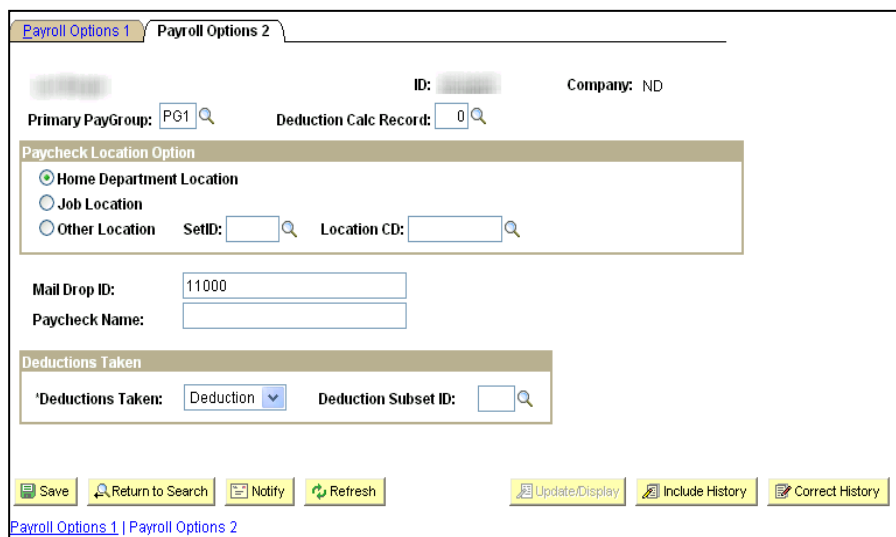
Mailing Address - Select this option to send checks to the employee's mailing address. The system automatically displays the mailing address from the employee's Personal Data page.

Check Address - Select this option to send checks to an address other than the employee's home or mailing address. You'll enter the address in the address fields below.

Update Check Address – If none of the above options are sufficient, you can actually change the check address right on this page and the system will cross update the same address in the employee's personal data record. When you click this hyperlink, the address fields change to allow data entry. The system will show “Current and Future Addresses.” Use the effective date carefully, as it will be saved to the personal data record.

Click on the **Payroll Options 2** tab.

The following employee's **Payroll Options 2** page now displays:



The screenshot shows the 'Payroll Options 2' tab selected. The form includes fields for 'ID' and 'Company' (ND). Below these are 'Primary PayGroup' (PG1) and 'Deduction Calc Record' (0). A section titled 'Paycheck Location Option' contains three radio buttons: 'Home Department Location' (selected), 'Job Location', and 'Other Location'. Next to 'Other Location' are 'SetID' and 'Location CD' fields. Below this is 'Mail Drop ID' (11000) and 'Paycheck Name'. A 'Deductions Taken' section has a 'Deductions Taken' dropdown (set to 'Deduction') and a 'Deduction Subset ID' field. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Update/Display', 'Include History', and 'Correct History'. A footer link shows 'Payroll Options 1 | Payroll Options 2'.

PAYROLL OPTIONS 2

The Payroll Options 2 page is used to enter optional employee payroll processing, such as where the check should be distributed, and payroll deduction subset options.

PAYCHECK LOCATION OPTION SECTION

The **Paycheck Location Option** fields specify which location code is used as a sort option for printing paychecks for this pay group. These options are used only if:

- Paycheck Sequence option is set to Company Distribution Order on the Pay Group Table - Check Distribution page.
- Paycheck Location Option is set to Select on Payroll Data Page on the Pay Group Table - Check Distribution page.
- Location is entered as a Check Print Sequence on the Pay Group Table - Check Sequencing page.

NOTE: The State of ND's check and advice print is being sorted as follows: first by mail drop id, then dept, the location and then by the employee's last name.

Home Department Location - The Location Code (on the Department Table) associated with the Department ID on the employee's job record is used as a sort option for printing checks.

Job Location – The Location on the employee's Job record is used as a sort option for printing checks.

Other Location - Enter a different location code to use as a sort option for printing checks. You would need to choose a Set ID and Location Code. The State is not using this option.

Mail Drop ID – Enter the employee's mail drop ID, which is the business unit the employee is employed in. This field is very important, as it is the highest level of the paycheck sort. This field will default from the employee's job data page.

Paycheck Name - Use Paycheck Name to indicate a name, other than the employee name entered on Personal Data 1, to whom the paycheck should be made out. This field is not formatted, so you should enter the name exactly as you want it to appear on the paycheck.



DEDUCTIONS TAKEN SECTION

This section helps determine what general deductions are taken on each pay cycle for an employee. This section should only be changed by OMB.

NOTE: The Payroll Data pages allow you to change the remittance name on the check. This is especially important when dealing with deceased employees, and the payout of final funds, which may need to be issued to the Estate. If you have a deceased employee, notify OMB immediately. They will make the appropriate changes to Payroll Options; such that the employee's final paycheck is issued to the appropriate legal entity. DO NOT ATTEMPT TO MAKE THIS CHANGE YOURSELF.

INQUIRING ON EMPLOYEE PAYROLL DATA

OVERVIEW

PeopleSoft provides many different inquiry pages that are designed to organize and communicate employee payroll data details while avoiding the need for excessive report printing. These pages are ideal for quick references while answering questions over the phone or just verifying specific pieces of information in your daily work. An additional and very important use of the Inquire pages is during the payroll process, after each calculation. You will learn to use these inquiry pages effectively to verify that the results of each calculation agree with what you would expect.

Navigation:

*Main Menu > Payroll for North America > Payroll Processing USA
>Produce Payroll> Review Paycheck*

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. You may also enter the pay period end date for the paycheck you would like to view. If you leave this field blank it will list all paychecks for your specified employee.

Review Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Company:

begins with

Pay Group:

begins with

Pay Period End Date:

=

Off Cycle ?

Page #:

=

Line #:

=

Separate Check #:

=

Paycheck Number:

=

EmplID:

begins with

Name:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

PAYCHECK EARNINGS

Paycheck Earnings
Paycheck Taxes
Paycheck Deductions

EmpID: Name:

Company: ND Pay Group: PG1 Pay Period End: 07/31/2006 Page: 8 Line: 3 Separate Check:

Paycheck Information

Paycheck Status: Confirmed Paycheck Option: Advice
Issue Date: 08/01/2006 Paycheck Number:

☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals

Earnings:
Taxes:
Deductions:
Net Pay:

Earnings
Find | View All First 1 of 1 Last

Begin Date: 07/01/2006 End Date: 07/31/2006 Add Line #: Reason: Not Specified
Employment Record Number: 0 Benefit Record Number: 0 [Additional Data](#)

Salaried

Hours: 168.00
Rate:
Earnings:

Hourly

Hours: 0.00
Rate: 0.000000
Earnings: 0.00
Rate Code:

Overtime

Hours: 0.00
Rate: 0.000000
Earnings: 0.00
Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:
State: ND Locality:

Other Earnings
Customize | Find | View All First 1 of 1 Last

Other Earnings Details 1 Other Earnings Details 2 <>>

Code	Description	Rate Used	Hours	Rate	Amount
S48	Holiday Pay - Salaried	Hourly Rate	8.00		

Special Accumulators

Return to Search Previous in List Next in List Notify

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

This set of pages is very useful when you need to review the detail of how an employee was paid. You will be able to see this page immediately after OMB runs the first calculation, assuming the employee did not have any errors generated during the process. If you are trying to access the Paycheck Inquiry page and the system repeatedly tells you that there are no matching entries found, you should verify your search criteria first. If you are still unable to see the data, there has probably been a change to the employee's payline data since the calculation was run. PeopleSoft will not display an employee's paycheck if the data is not consistent with that on the payline pages. This eliminates confusion and lets you know that the employee's paycheck needs to be recalculated to capture the manual changes performed for the employee. OMB will run pay calculations twice a day, at 7am and at noon.

The page looks and feels a lot like the Paylines themselves, except the data is display only. You will see Gross and Net amounts, total tax and

deduction amounts in the heading area. In the Other Earnings section you may click on Other Earnings Details 2 to see how the earnings affect gross pay and how they are taxed. You may click on the button to see both Other Earnings Details at the same time.



Another key area of the Paycheck Inquiry page is the displayed check status under the employee ID field in the top portion of the check. The system displays the current status of the check displayed.

Calculated	The data has been calculated only. No balances have been updated and there will be no paycheck number displaying.
Confirmed	The data represents what was finally paid to the employee. Balances will reflect this information and the check or advice number will display.
Reversed	The Check was reversed.
Reversing check	This entry is the reversed part of an adjustment transaction
Adjusted	The data reflects an adjusted paycheck has been done for the employee. The original check was reversed automatically.

Next to the Message, the system will display whether the employee received a check or an advice (direct deposit)

The next page in the component is the employee taxes.


PAYCHECK TAXES

[Paycheck Earnings](#)
[Paycheck Taxes](#)
[Paycheck Deductions](#)

EmpID: Name:
 Company: ND Pay Group: PG1 Pay Period End: 07/31/2006 Page: 8 Line: 3 Separate Check:
Paycheck Information
 Paycheck Status: Confirmed Paycheck Option: Advice
 Issue Date: 08/01/2006 Paycheck Number:
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals
 Earnings:
 Taxes:
 Deductions:
 Net Pay:

Taxes
 [Customize](#) [Find](#) [View All](#) [First](#) [1-7 of 7](#) [Last](#)

Tax Details 1 Tax Details 2 

Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount
US Federal					OASD/EE		
US Federal					OASD/ER		
US Federal					MED/EE		
US Federal					Withholding		
US Federal					Med/ER		
State	ND	Y			Withholding		
State	ND				Unempl ER		


Tax Tips

1042 Taxes
 [Customize](#) [Find](#) [View All](#) [First](#) [1 of 1](#) [Last](#)

State	Country	Tax Rate	Taxable Gross	Tax Amount	Income Code	Income Type	Withholding Allowance
		0.000000		0.00			

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

Again, the Taxes page is a display only version of the paylines pages with the calculated tax amounts, taxable gross on which they were figured, and detail about the check including paygroup, end date and check date. You may either click on the Tax Details 2 tab to rest of the tax details or click on the  button to see all the tax details at once.

The next page in the component is the employee deductions.


PAYCHECK DEDUCTIONS

[Paycheck Earnings](#)
[Paycheck Taxes](#)
[Paycheck Deductions](#)

EmpID: Name:
 Company: ND Pay Group: PG1 Pay Period End: 07/31/2006 Page: 8 Line: 3 Separate Check:
Paycheck Information
 Paycheck Status: Confirmed Paycheck Option: Advice
 Issue Date: 08/01/2006 Paycheck Number:
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed

Paycheck Totals
 Earnings:
 Taxes:
 Deductions:
 Net Pay:

Deductions
 [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-8 of 12 | [Last](#)

Deduction Details 1 | **Deduction Details 2** | Deduction Details 3 | 

Deduction Code	Description	Class	Amount	Calculated Base
P10101	Dakota Plan EPO	Nontaxable	<input type="text"/>	<input type="text"/>
P14102	Ameritas Vision Plan - Flex	Before-Tax	<input type="text"/>	<input type="text"/>
P1Z102	EAP-St Alexius	Nontaxable	<input type="text"/>	<input type="text"/>
P20101	Basic Life Insurance	Nontaxable	<input type="text"/>	<input type="text"/>
P25102	Dependent Life - \$5000	After-Tax	<input type="text"/>	<input type="text"/>
P2E101	Flex Supplemental Life	Before-Tax	<input type="text"/>	<input type="text"/>
P4B104	Hartford Life 457	Before-Tax	<input type="text"/>	<input type="text"/>
P60101	FSA - Medical Spending Acct	Before-Tax	<input type="text"/>	<input type="text"/>


Garnishments

Net Pay Distribution
 [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Check/Advice Number	Account Type	Bank ID	Account Number	Amount
<input type="text"/>	Checking	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

[Paycheck Earnings](#) | [Paycheck Taxes](#) | [Paycheck Deductions](#)

As with the earnings and taxes pages, the deduction page displays each deduction currently calculated for the employee. It shows the deduction details including benefit plan, deduction code and the plan type. The calculated amount is what was or will be deducted from the employee's gross or the amount the state is contributing on behalf of the employee. You may click on the Deduction Details 2 or Deductions Details 3 tab or click the  button to see the rest of the deduction details.

PAYCHECK DEDUCTIONS - GARNISHMENTS

▼ Garnishments			Find View All	First 1 of 1 Last
Garnishment Priority:	ID:	Garnishment Type:		
Vendor:		AP Status:		
Garnishment Law Source:		Garnishment Rule ID:		
Garn Disposable Earnings Amt:				
Less Exemption:	0.00	Garnish Exempt Calc Routine:	General Calculation	
Less Other Garnishments:				
Maximum Deduction:				
Garn Deduction Limited Amount:		Garn Deduction Limited Type:	Deduct Not Limited	
Deducted Garnishment Amount:		Garnishment Proration Rule ID:		
Company Fee:				
Payee Fee:				
Total Deducted:		<input type="checkbox"/> Adjusted Due To Included Fee		

This scroll area within the Deduction page will show data about the employee's garnishments, if applicable.

PAYCHECK DEDUCTIONS – NET PAY DISTRIBUTION

This scroll area within the Deduction page will show data related to the employee's net pay distribution. It includes the check/advice number(s), account type, bank id, account number and amount. If the employee had both a direct deposit and a check being issued, they would both show up here.

▼ Net Pay Distribution					Find View All	First 1 of 1 Last
Check/Advice#	Account Type	Bank ID	Account#	Amount		
5212	Checking	091305879	140847	1858.49		

PAYCHECK SUMMARY

The paycheck summary page is a condensed version of the Paycheck Data Inquiry pages. It reduces the amount of detail to allow you to see everything on one page.

Navigation:

*Main Menu > Payroll for North America > Payroll Processing USA
>Produce Payroll> Review Paycheck Summary*

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. You may also enter the pay period end date for the paycheck you would like to view. If you leave this field blank it will list all paychecks for your specified employee.

Review Paycheck Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Company:

begins with

Pay Group:

begins with

Pay Period End Date:

=

Off Cycle ?

Page #:

=

Line #:

=

Paycheck Number:

=

EmplID:

begins with

Name:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria




State of North Dakota

PAYCHECK SUMMARY

Paycheck Summary

Summary Information

EmpID: [REDACTED] Name: [REDACTED]
Company: ND Pay Group: PG1 Pay Period End: 07/31/2006 Page: 8 Line: 3 Separate Check:
Paycheck Information
Paycheck Status: Confirmed Paycheck Option: Advice
Issue Date: 08/01/2006 Paycheck Number: [REDACTED]
☐ Off Cycle ☐ Reprint ☐ Adjustment ☐ Corrected ☐ Cashed
Paycheck Totals
Earnings: [REDACTED]
Taxes: [REDACTED]
Deductions: [REDACTED]
Net Pay: [REDACTED]
Earnings
Deductions
Taxes
[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

To open each section of the Paycheck Summary view you may click on the  on the row you would expanded.

PAYCHECK SUMMARY – EARNINGS

Earnings [Find | View All](#) [First](#) [1 of 1](#) [Last](#)

Begin Date: 07/01/2006 End Date: 07/31/2006 Addl Line #: Reason: Not Specified
Employment Record Number: 0 Benefit Record Number: 0 [Additional Data](#)

Salaried **Hourly** **Overtime**
Hours: 168.00 Hours: 0.00 Hours: 0.00
Rate: [REDACTED] Rate: 0.000000 Rate: 0.000000
Earnings: [REDACTED] Earnings: 0.00 Earnings: 0.00
Rate Code: Rate Code:
Rate Used: Hourly Rate Shift: N/A Shift Rate:
State: ND Locality:

Other Earnings [Customize | Find](#) [First](#) [1 of 1](#) [Last](#)

Code	Description	Rate Code	Rate Used	Hours	Rate	Amount
S48	Holiday Pay - Salaried		Hrly Rt.	8.00	[REDACTED]	[REDACTED]

PAYCHECK SUMMARY – DEDUCTIONS

Deductions		Customize Find		First	1-12 of 12	Last
Ben Rcd#	Code	Description	Class	Amount	Calculated Base	
0	P10101	Dakota Plan EPO	Nontaxable	[REDACTED]		
0	P14102	Ameritas Vision Plan - Flex	Before-Tax	[REDACTED]		
0	P1Z102	EAP-St Alexius	Nontaxable	[REDACTED]		
0	P20101	Basic Life Insurance	Nontaxable	[REDACTED]	[REDACTED]	
0	P25102	Dependent Life - \$5000	After-Tax	[REDACTED]	[REDACTED]	
0	P2E101	Flex Supplemental Life	Before-Tax	[REDACTED]	[REDACTED]	
0	P4B104	Hartford Life 457	Before-Tax	[REDACTED]	[REDACTED]	
0	P60101	FSA - Medical Spending Acct	Before-Tax	[REDACTED]	[REDACTED]	
0	P70104	State Retirement Plan	Nontaxable	[REDACTED]	[REDACTED]	
999	S00131	Flex ProviDent - Family	Before-Tax	[REDACTED]	[REDACTED]	
999	S00731	Missouri Valley YMCA-Bismarck	After-Tax	[REDACTED]	[REDACTED]	
999	S00901	Section 125 Admin Fee	Nontaxable	[REDACTED]	[REDACTED]	

PAYCHECK SUMMARY – TAXES

Taxes					Customize Find	First	1-7 of 7	Last
Tax Entity	State	Resident	Locality	Locality Name	Tax Class	Taxable Gross	Tax Amount	
US Federal					OASD/EE			
US Federal					OASD/ER			
US Federal					MED/EE			
US Federal					Withholding			
US Federal					Med/ER			
State	ND	Y			Withholding			
State	ND				Unempl ER			

EMPLOYEE PAYROLL BALANCES

The System always maintains balances for each employee and each payroll element, be it earnings, taxes, or deductions. In this section we will briefly cover earnings balance inquiry pages

Navigation:

Main Menu > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Earnings

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. You may also enter the pay period end date for the paycheck you would like to view. If you leave this field blank it will list all paychecks for your specified employee.

Earnings

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Name:	begins with	<input type="text"/>
Second Last Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>
Company:	begins with	<input type="text"/>

☐ Case Sensitive

[Basic Search](#)

EARNINGS BALANCE PAGE

Earnings Balances
Earnings Balance Adjustments

Person ID:

Period Information
Find | View All
First 1 of 16 Last



Company: ND State of North Dakota
Balance ID: BN State of ND Biennium
Balances for Year: 2005 Empl Rcd Nbr: 0

Earnings Balances
Find | View All
First 1 of 10 Last

Quarter: Biennium
Period: Biennium
Earnings Type: S01 Regular Pay
Hours YTD: 2440.00 Gross Earnings YTD:
Hours QTD: 2440.00 Gross Earnings QTD:
Hours MTD: 2440.00 Gross Earnings MTD:

Return to Search
Notify

[Earnings Balances](#) | [Earnings Balance Adjustments](#)

The display of this data is related to the Balance ID's tied to each Pay Calendar. You can use the inner  button to move through balances by Quarter, Period (month) and earnings type for the Balance ID indicated in the scroll area above. To change Balance IDs, use the upper . The system then shows you the Hours and total Gross for the Year, Quarter, and Month to date. The Balance IDs available are Biennium, Jan-Dec Balances, Calendar Year, and Fiscal Year.

Navigation:

Main Menu > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Deductions

DEDUCTION BALANCES PAGE

Deduction Balances
Deduction Balance Adjustments

Person ID:

Period Information
Find | View All
First
1 of 16
Last


Company: ND State of North Dakota
Balance ID: BN State of ND Biennium
Balances for Year: 2005

Deduction Balances
Find | View All
First
1 of 13
Last

Quarter: Biennium
Period: Biennium
Plan Type: 00 General
Benefit Plan:
Deduction Code: S00131 Flex ProviDent - Family
Deduction Class: B Before-Tax
Balance YTD:
Balance QTD:
Balance MTD:

Return to Search
Notify

Deduction Balances | Deduction Balance Adjustments

Much like the Earnings balance page, the deduction balance page organizes data by Balance IDs and then by the quarter, period and deduction details. Use the  button to move through the data as needed.

Navigation:

Main Menu > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Taxes

TAX BALANCES PAGE

Tax Balances

Tax Balance Adjustments

Person ID:

Company Information

Find | View All

First

1 of 16

Last

Company:

ND

State of North Dakota

Balance ID:

BN

State of ND Biennium

Balances for Year:

2005

Tax Balances

Find | View All

First

1 of 7

Last

Quarter:

Biennium

Period:

Biennium

Locality:

US Federal

Tax Balance Class:

OASDI/Disability - EE

	Taxes	Taxable Gross	No Limit Gross	Tips Earnings
Balance YTD:	\$	\$	\$	
Balance QTD:	\$	\$	\$	
Balance MTD:	\$	\$	\$	

Return to Search

Notify

[Tax Balances](#) | [Tax Balance Adjustments](#)

The navigation and organization of the Tax Balance page is the same as the Earnings and Deduction pages. The Tax Balance Class indicates whether the tax was employee or employer paid.

GARNISHMENT BALANCES

Navigation:

Main Menu > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Garnishments

GARNISHMENT BALANCE PAGE

Garnishment Balances
Garnishment Balance Adjustment

Leghorn, Foghorn
Employee
EmpID: 0000002

Company Information
Find | View All
First 1 of 1 Last

Company: ND State of North Dakota

Balance ID:
Balances for Year:

Garnishment Balances

Quarter:
Period:

Plan Type:
Benefit Plan:

Deduction Code:
Deduction Class:

Garnishment ID:

Vendor:
Year-to-Date
Quarter-to-Date
Month-to-Date

Total Deducted:


Garnishment:

Company Fee:

Payee Fee:

Return to Search

Garnishment Balances | Garnishment Balance Adjustment

The Garnishment balance page functions much like the other balance inquiry pages you have seen. Company, Balance ID, and Year organize this page. You will be able to scroll through data with the  button as before. The Garnishment Balances group box contains the familiar information of the Quarter, Period or month, Plan Type (always general), Garnishment deduction code, and the Garnishment ID or type of garnishment for which funds were deducted. You can see the Year, Quarter, and Month-to-date information across the top rather than down the side. Fees will display if deducted in addition to the garnishment.

SPECIAL ACCUMULATOR BALANCES

Navigation:

Main Menu > Payroll for North America > Periodic Payroll Events USA > Balance Reviews > Special Accumulators

SPECIAL ACCUMULATOR BALANCE PAGE

Special Accumulator Balances

Spcl Accum Balance Adjustment

Leghorn, Foghorn

Employee

EmplID: 0000002

Company Information

Find | View All

First 1 of 4 Last

Company:

ND

State of North Dakota

Balance ID:

BN

State of ND Biennium

Balances for Year:

2003

Empl Rcd Nbr: 0

Special Accumulator Balances

Find | View All

First 1 of 3 Last

Quarter:

Biennium

Period:

Biennium

Spcl Accum Code:

457

457 eligible earnings

Hours YTD:

402.00

Gross Earnings YTD:

\$15,000.00

Hours QTD:

402.00

Gross Earnings QTD:

\$15,000.00

Hours MTD:

402.00


Gross Earnings MTD:

\$15,000.00

Return to Search

[Special Accumulator Balances](#) | [Spcl Accum Balance Adjustment](#)

The Special Accumulator balance page lets you see the hours and earnings that have added to a specific accumulator over time. The Company, Balance ID, and balance Year organize the page. Employee Record will pertain to employee with multiple jobs.

Use the top scroll area to move through time and Balance ID's, and the inner scroll area to move through the various special accumulators for the given Balance Year. The  buttons will move you to the next row.

Special Accumulators are PeopleSoft calculators, basically, that allow the State to total certain sub-sets of earnings for use in various other calculations of earnings and deductions.

The State has set up the following special accumulators:



State of North Dakota

Special Accumulator Code	Description
125	Section 125 Admin Fee
403	403(b) Accumulator
457	457 eligible earnings
FNL	Funeral Leave
FSL	Family Sick Leave
HOL	Holiday Pay
JUR	Jury Leave
MIL	Military Leave
NDP	ND Public Employees Assn
RET	Retirement Eligible Earnings
SLV	Shared Leave Donated
SVG	Retirement 401(a)

US SAVINGS BOND ACTIVITY

Navigation:

Main Menu > Payroll for North America > Employee Pay Data USA > Deductions > Review US Savings Bonds

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. You may also enter the pay period end date for the paycheck you would like to view. If you leave this field blank it will list all paychecks for your specified employee.

Review U.S. Savings Bonds

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Empl Rcd Nbr:

=

Name:

begins with

Last Name:

begins with

Second Name:

begins with

Alternate Character Name:

begins with

Middle Name:

begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

U.S. Savings Bond Activity			
<div> <div>Person ID:</div> <div></div> </div>			
<div>Company Information</div> <div>Find View All</div> <div>First 1 of 3 Last</div>			
Bond ID:	100	Series EE \$100	
Owner:	EE		
Other Registrant:	Co-Owner		
	01		
Bond Activity Seq #:	3		
Bond Activity Status:	Funds Not Ready to Disburse		<input type="checkbox"/> Reversed
Check #:		Paycheck Issue Date:	09/01/2006
Amount Collected:	\$10.00	Amount Disbursed:	\$0.00
Number of Units Purchased:	0	Remaining Balance:	\$30.00
AP Status:			
<div>Purchase Details</div> <div>Find View All</div> <div>First 1 of 1 Last</div>			
Bond Purchase Units:		Bond Purchased Date:	

Save

Return to Search

Notify

Update/Display

Include History

Correct History

As the system deducts money from an employee who has chosen to purchase Savings Bonds, it keeps track of the total deducted and compares the amount to the amount needed to buy one bond of the specified value. This page is used to see how that activity is progressing. The upper scroll area lets you move between Bond Ids – if the employee has chosen to purchase more than one bond value. The inner scroll area controls the units and purchase date for each bond type.

W-2 INFORMATION SUMMARY

Navigation:

Main Menu > Payroll for North America > US Annual Processing >

Create W-2 Data > Review Year End Forms Combined

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the begins with field. If you do not know the ID, you can change the Search by criteria by clicking on the drop down box. You may then search by the employee's name.

Review Year End Forms Combined

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by:

EmplID
▼

begins with

☐ Include History
☐ Correct History

Search

[Advanced Search](#)

Once the State has completed year-end processing and issues W-2 forms from PeopleSoft. You will be able to see an employee's summarized W-2 information online with the following page.

W2 INFORMATION SUMMARY PAGE

Year End Forms Combined

W-2 Status
Find | View All
First 1 of 3 Last

Company: ND
Calendar Year: 2005
EmplID:
Tax Form ID: W-2
Process Flag: Complete

W-2 Details
Find | View All
First 1 of 1 Last

First Name:
Last Name:
Address 1:
Address 2:
City:
State: ND
Postal Code:
Country: USA

Middle Name: A
Suffix:
Control Number:
Sequence: 1
Social Security #:

Employee Status
☐ Statutory Employee
☒ Retirement Plan
☐ Third-party sick pay
☐ Medicare Only

W2 Info
Customize | Find | View All
First 1-2 of 8 Last


Box	Description	State	Locality	Locality Name	W-2 Amount
01	Wages, tips, other compensation				
02	Fed/terr income tax withheld				

Save
Return to Search
Notify

Update/Display
Include History
Correct History



State of North Dakota

Use the  button to move through the various year's W-2s for this employee in the W-2 Status line.

W-2 Details displays the employee's address and social security number by Company and Year and employee. Although it will not pertain to the State, the system can issue multiple State W-2 forms if the employee worked in more than one state during the year.

The Employee Status group box will indicate the status at the time the form was processed.

W2 Info contains both Federal and State Wage and Tax information.

US SAVINGS BOND

OVERVIEW

As part of its employee benefits package, The State of North Dakota offers employees the opportunity to purchase U.S. Savings Bonds through a Payroll Savings Plan.

OMB's Central Payroll office will be providing the US Savings Bond services for the employees paid on Central Payroll. All forms and questions regarding savings bonds should be forwarded to OMB and not the Bank of North Dakota. OMB's Central Payroll office will continue to use the savings bonds cards that have been used in the past. Please forward these cards to OMB and retain a copy for your employee's payroll file.

The PeopleSoft system will enable The State to:

- Keep track of bond owners, their beneficiaries, and purchase distribution information.
- Deduct the appropriate installments from employee paychecks.
- Track the accumulation of funds for each denomination, for each bond owner. PeopleSoft Payroll will then process the deducted amounts, update goal balances, allow reporting, and create magnetic media output in Federal Reserve System Format.
- Enable the employee to purchase multiple bonds, using a single general deduction.

If the employee wants to designate the purchased bond to go to another person, that person **MUST** be captured within PeopleSoft as a beneficiary. As a rule, Beneficiaries of other Plan types such as Health are only stored in the BAS system and not in PeopleSoft. Savings Bonds beneficiaries will be the only exception to that rule. Because Savings Bond Beneficiaries do not require the same level of detail a regular benefit dependent would, this manual will cover dependent/beneficiary creation in a very basic manner. The State will follow these basic steps:

- a. Define beneficiaries, if needed. If employee owns the bond, skip this step.
- b. Use the Bond Specification (aka the Bond Spec) page to set up the bond details and Beneficiaries of the Bond.
- c. And assign the **BOND** deduction to the employee.

DEFINING DEPENDENT/BENEFICIARY INFORMATION

To define beneficiaries for an employee, navigate to

Navigation:

Main Menu > Benefits > Employee/Dependent Information> Update Dependent/Beneficiary

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. You may also enter the pay period end date for the paycheck you would like to view. If you leave this field blank it will list all paychecks for your specified employee.

Update Dependent/Beneficiary

Enter any information you have and click Search. Leave fields blank for a list of all values.

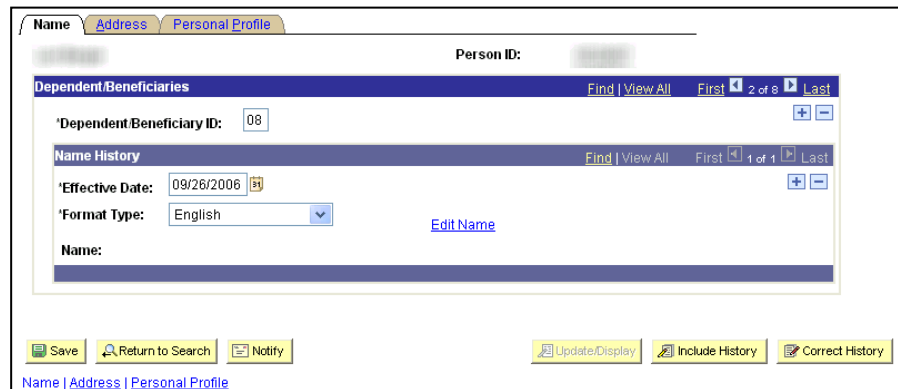
Find an Existing Value

EmplID:	begins with	<input type="text"/>
Name:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
Second Name:	begins with	<input type="text"/>
Alternate Character Name:	begins with	<input type="text"/>
Middle Name:	begins with	<input type="text"/>

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

[Basic Search](#)

DEPENDENT BENEFICIARY NAME TAB



Person ID: [REDACTED]

Dependent/Beneficiaries

Dependent/Beneficiary ID	Effective Date	Format Type
08	09/26/2006	English

Name History


Effective Date	Format Type
09/26/2006	English

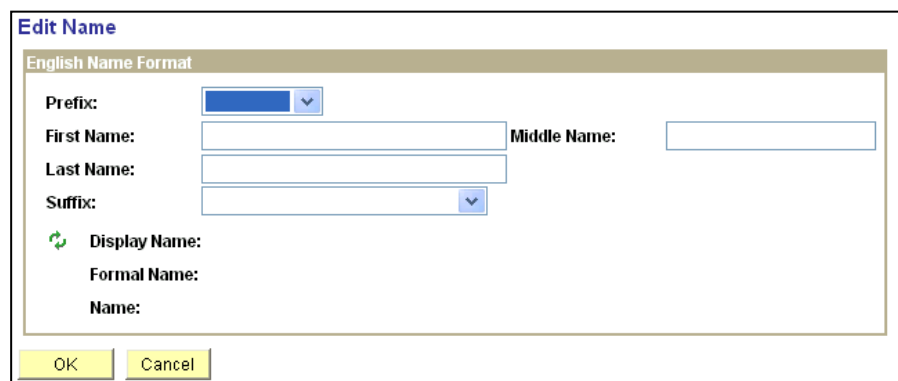
[Edit Name](#)

Name: [REDACTED]

Save Return to Search Notify Update/Display Include History Correct History

[Name](#) | [Address](#) | [Personal Profile](#)

You need to click on the  button to add a new dependent. Enter the effective date and click on the 'Edit Name' link. Then you can complete the dependent/beneficiary information and click ok.



English Name Format

Prefix: [REDACTED]

First Name: [REDACTED] Middle Name: [REDACTED]

Last Name: [REDACTED]

Suffix: [REDACTED]

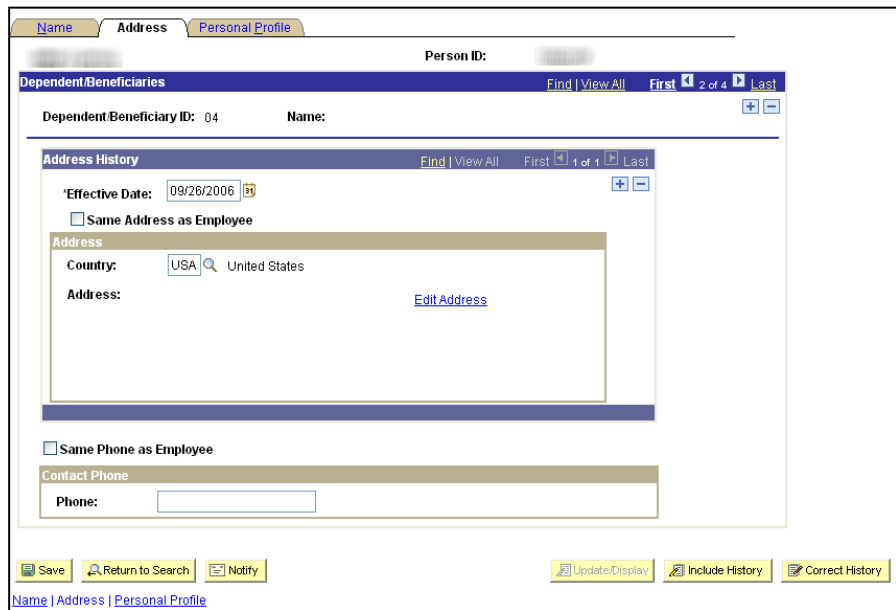
☒ Display Name:

☐ Formal Name:

☐ Name:

OK Cancel

DEPENDENT BENEFICIARY ADDRESS TAB



The screenshot shows the 'Address' tab for a dependent beneficiary. At the top, there are tabs for 'Name', 'Address', and 'Personal Profile'. Below these, the 'Dependent Beneficiaries' section shows a list of beneficiaries with columns for 'Find', 'View All', 'First', '2 of 4', and 'Last'. The selected beneficiary has a 'Dependent Beneficiary ID' of 04 and a 'Name' field. Below this is the 'Address History' section, which includes an 'Effective Date' field (09/26/2006) and a checkbox for 'Same Address as Employee'. The 'Address' section contains a 'Country' dropdown (USA) and a text field for 'Address'. Below this is a checkbox for 'Same Phone as Employee' and a 'Contact Phone' section with a 'Phone' text field. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Correct History'. Navigation links for 'Name', 'Address', and 'Personal Profile' are also present.

Use this tab to define the dependent/beneficiary's address. If it the same as the employee with whom they are associated, click the Same Address as Employee and the system will complete the page for you. Otherwise, enter the data accordingly. If the dependent/beneficiary's address changes you may add an effective dated row for this change.

If the dependent/beneficiary's phone number is the same as the employee you may click that box; if the phone number is different enter it in the phone box.

DEPENDENT BENEFICIARY PERSONAL PROFILE TAB

Name
Address
Personal Profile

Person ID:

Personal Profile
Find | View All
First 2 of 4 Last

Dependent/Beneficiary ID: 04 Name:

Date of Birth:
Birth Country:
Birth State:

Date of Death:
Birth Location:

Medicare Entitled Date:

Phone Numbers

Personal History
Find | View All
First 1 of 1 Last

Effective Date:
Relationship to Employee:
Dependent Beneficiary Type:
Gender:
Marital Status:

As of:
As of:
As of:
As of:

Occupation:

US Federal Government

National ID
Customize | Find | View All
First 1 of 1 Last

*Country	*National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number		<input checked="" type="checkbox"/>

Save
Return to Search
Notify
Update/Display
Include History
Correct History

Name | Address | Personal Profile

The required fields on this page are in the Personal History section. They are Effective Date (which will default from the Name tab), Relationship to the Employee, Dependent Beneficiary Type, Gender, and Marital Status. For Savings Bonds it is a good idea to also fill in the Social security number if the employee knows it. Complete other information if you have it.

SETTING UP THE BOND SPEC

Once you have defined beneficiaries (if any), you can define the actual Bond Specification that will tell the system how and when to deduct money from the employee's check in order to purchase the bond.

Navigation:

*Main Menu > Payroll for North America > Employee Pay Data
USA> Deductions > Purchase U.S. Savings Bonds*

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. You may also enter the pay period end date for the paycheck you would like to view. If you leave this field blank it will list all paychecks for your specified employee.

Purchase U.S. Savings Bonds

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Name:

begins with

Last Name:

begins with

Second Name:

begins with

Second Last Name:

begins with

Alternate Character Name:

begins with


Company:

begins with

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

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SAVINGS BOND SPEC PAGE (1 OF 2)

U.S. Savings Bond Specificatn	
EMP	ID: Empl Rcd #: 0
Active	Company: ND State of North Dakota
Effective Date Find View All First 1 of 1 Last	
Effective Date: 09/26/2006	
Priority Find View All First 1 of 1 Last	
Priority: Denomination: 100 Series EE \$100	
Bond Owner Employee	
<input type="checkbox"/> Employee or Dependent ID:	
Other Registrant	
<input checked="" type="radio"/> None <input type="radio"/> Co-Owner <input type="radio"/> Beneficiary	
Portion of Deducted Amount	
Flat Amount: or % of Deduction: <input checked="" type="checkbox"/> Excess <input checked="" type="checkbox"/> Partial Allowed	

Effective Date

Effective Date Specify the effective date of this Bond Spec and its details.

Priority

Priority Indicates the order in which the system should process the bond during the bond process. (This priority code is different than the deduction priority). Lower numbers mean higher priority, as is the general rule in PeopleSoft. Make sure that if the employee has multiple bonds, each bond had a distinct priority, because the system uses that field to distinguish. DO NOT use 999, as that is a system-used priority.

Denomination You can choose the denomination of the bond to be purchased from a delivered list. The denominations displayed are the only ones offered by the federal government for payroll purchase of bonds. **At the current time, the only denominations allowed for the State are the Series EE \$100 bonds and the Series EE \$200 bonds.**

Bond Owner Employee

- Employee** Select if the employee is the registered owner of the savings bond.
- or Dependent ID** Select the dependent's ID if the employee is buying the bond for someone else. This person must be on the employee's dependent/beneficiary list, which you have already defined.

Other Registrant

- None** Select if the employee's name is the only one on the savings bond.
- Co-owner** Select if there are two owners of the bond. If you choose Co-Owner, an employee checkbox and a Dependent ID search field become available for entering the co-owner information.
- Beneficiary** Select if there is a beneficiary for the bond. Just like with the Co-Owner radio button, an employee checkbox and a Dependent ID search field become available for entering the beneficiary information.
- Employee** Select if the employee is the co-owner or beneficiary.
- Or Dependent ID** Enter the dependent ID if a dependent is the co-owner or beneficiary.

Note: The system requires that any dependent/beneficiary be previously defined in the Dependent/Beneficiary pages in the Administer Base Benefits menu. That is why we covered that enrollment first in this manual. PeopleSoft will not allow you to specify the same person as both the bond owner and co-owner/beneficiary. If the employee wants to define another registrant, you should select the co-owner or beneficiary radio buttons; then you can enter the appropriate ID.

Portion of Deducted Amount

The fields in this group box determine how the bond deduction is distributed.

- Flat Amount** Enter a flat amount to apply to this bond. The State has defined only one deduction for bonds, but you can still distribute the deducted monies among multiple bond specifications. Use either this field or the **Or % of Deduction** field for any one bond specification, but not both.



State of North Dakota

Or % of Deduction

Enter a percent of the total bond deduction that applies to this bond.

Excess

Choose this check box if you want this bond specification to receive any leftover funds after bond distributions are completed. At least one bond must have this check box selected, even if the employee has only one bond spec defined.

Example

Assume that the employee chooses a bond deduction of \$75 per pay period. They could specify that \$30 of the deduction be applied toward one bond, \$20 toward another bond, and 10 percent toward the third bond. Because the three deductions add up to only \$57.50 ($30 + 20 + 7.5$), the excess \$17.50 is posted to the bond specification that is defined to receive the excess. This allows PeopleSoft to complete its calculations without error and distribute all deducted monies.

Partial Allowed

Select this check box to allow the distribution to be less than the amount defined in the bond specification.

Example

Assume the employee chooses a bond deduction of \$50, and they specify that \$15 goes toward one bond and \$35 towards another. If for some reason the deduction is only \$40, and the Partial Allowed check box is selected for the second bond, \$25 (the remainder after taking \$15 for the first bond) is allocated for the second bond.

SAVINGS BOND SPEC PAGE (DELIVERY ADDRESS GROUP BOX - 2 OF 2)

Delivery Address

☒ **Same Address as Employee**

Address Type: HOME ▾

United States

Address 1: 111 SW Tallwood

Address 2:

Address 3:

City: Bismarck

County: Burleigh **Postal:** 58501

State: ND North Dakota

Delivery Address

Same Address as Employee

Choose this option if the employee wants to have the bond mailed to the same address as is defined for them in the personal data page.

Address Type

This field becomes available if you choose the Same address as employee check box. If the employee is the bond owner, choose an address from the drop down list of addresses. This list comes from the types of addresses that the employee has defined in the Personal data address page. You may only see Home, although the choices on the personal data page are HOME, BUSN, CHK, CAMP, DORM, LEGAL, MAIL, OTHER.

If the employee has selected a Bond Owner, Co-Owner, or Beneficiary, then they can choose to have the bond certificate mailed to that dependent's address. Just uncheck the **same address as employee** check box. When you do so, the system will display a group box within the Delivery Address group box asking you whether the delivery address should be for the Bond Owner or Other Registrant. The default is Bond Owner and the Bond Owner address displays. If Other Registrant is selected, the address of the Other Registrant will display. **REMEMBER** - the dependent address must be pre-defined in the Dependent/beneficiary table.

ADDING THE BOND DEDUCTION TO THE EMPLOYEE'S RECORD

Finally you are ready to assign the **BOND** deduction to the employee's general deduction data so that the monies begin collecting when the next payroll is confirmed.

Navigation:

Main Menu > Payroll for North America > Employee Pay Data USA
> Deductions > Create General Deductions

The search page requires you to enter criteria so PeopleSoft can locate the employee information in the database. If you know the employee ID, enter it in the first field. If you do not know the ID, you can use the employee's first or last name to narrow the search and pick the right ID from the list returned. Your security access will determine whether or not you have the ability to correct history, update data, or view only.

Create General Deductions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:

begins with

Name:

begins with

Last Name:

begins with

Second Name:

begins with

Second Last Name:

begins with

Alternate Character Name:

begins with

Company:

begins with

☐ Include History
☐ Correct History
☐ Case Sensitive

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

GENERAL DEDUCTION DATA

General Deduction Data

Person ID:

Company:

ND State of North Dakota

General Deduction

Find | View All

First 1 of 3 Last

'Deduction Code:

S00131

Flex ProviDent - Family

Deduction Details

Find | View All

First 1 of 1 Last

'Effective Date:

12/01/2005

Take on all Paygroups

☒

'Deduction Calculation Routine:

Default to Deduction Table

Deduction End Date:

Deduction Rate or %:

Loan Interest %:

Fiat/Addl Amount:

Goal Amount:

Current Goal Balance:

Ded. stopped by Self Serv User

☐

This data was last updated by

Online User

Data last updated on

11/16/2005

Save

Return to Search

Notify

Refresh

Update/Display

Include History

Correct History



State of North Dakota

For a Bond deduction, the important fields are discussed below. For a more complete discussion of all fields, please see the section of this manual concerning General deductions.

General Deduction

Deduction Code Select Savings Bond as the deduction code

Deduction Details

Effective date Specify the effective date the deduction should begin

Deduction Calculation routine Specify Flat amount here

Flat/Addl Amount Depending what the employee wishes to contribute each pay period towards the bond purchase, enter the appropriate amount here

EXERCISE 1 – ADDING A SAVINGS BOND DEDUCTION FOR AN EXISTING EMPLOYEE



Your newly hired employee would like to begin a deduction to purchase Savings bonds for one of his dependents. He has already added the dependent to his dependent/beneficiary listing.

You will need to:

- a. Complete a Bond Specification to indicate the nephew and bond purchase details and
 - b. Add the bond deduction to the employee by setting up General Deduction Data.
1. Access the **U.S.Savings Bond Specification** page and enter the employee ID under Purchase US Savings Bonds.
 2. Set the **Effective Date** to 2-1-03
 3. Set the **Priority** to 1.
 4. Select a **Denomination** of 100.
 5. Select the **Bond Owner** as the **Dependent**, and choose the appropriate **Dependent ID**.
 6. Select the **Employee** as the **Other Registrant** and **Co-Owner**.
 7. Input \$15 as the **Flat Amount** for the Deduction Amount.



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8. Select **Same Address as Employee** for the **Delivery Address**.
9. Click  to save your work.
10. Access the General Deduction Data page and enter the employee ID_____
11. Enter the **Deduction Code** of **S00746**.
12. Change the **Effective Date** to 2-1-03.
13. Change the Deduction Calculation routine to Flat Amount
14. Input the Flat Amount as \$15.00.
15. Click  to save your work.

BALANCE ID'S, PAY GROUPS, PAY CALENDARS, AND PAY RUN ID'S

OVERVIEW

PeopleSoft Payroll employs four organizational tools or concepts to help you categorize employee types and streamline payroll processing: Balance IDs, Pay Groups, Pay Calendars, and Pay Run IDs.

Balance ID's enable you to define any number of balance types—calendar year, fiscal year, benefit year, and so on, for which you can maintain employee balances. You set up your balance types on the Balance ID Table. Balance ID's control the way earnings, deductions and tax balances are stored in the system. The State has Calendar Year, Fiscal Year, and biennium Balance ID's.

Pay Groups represent groups of employees who share certain characteristics: the company for which they work, how often they are paid, and the country in which they reside. PeopleSoft Payroll calculates employees by the pay groups you establish on the Pay Group Table. The State of ND currently has five Pay Groups. They are as follows:

- PG1: Salaried Monthly Employees
- PG2: Hourly Monthly Employees
- LG1: Legislative Pay for all Legislators
- AJ1: Adjutant General State Active Duty
- MJ1: Multiple Job Employees

On the **Pay Calendar Table** you define parameters for begin and end dates and pay run IDs—instructing the system which pay calendar entries to process together. Pay calendars are created by Pay Group for both on cycle (regularly scheduled pay) and off cycle (supplemental) payroll processing.

Pay Run ID's enable you to assign a unique ID to each pay calendar entry, so that payroll for more than one pay group can be run together. The basic concepts you should remember are that pay calendar entries are assigned by pay group and Pay Run IDs are assigned to one or more pay calendar entries.

CREATING PAYSHEETS

OVERVIEW

The core pages of PeopleSoft payroll are the Paysheets. These pages house employee job, deduction, and tax details that allow the system to correctly calculate each employee's paycheck. The process is very busy behind the scenes. **Creating paysheets is a central payroll function of OMB.**

During this process, the system scans all employees and selects the employees scheduled to be paid for the specified pay period. It recognizes them because their pay groups are assigned to a pay calendar entry that is associated with the pay run ID. It only creates paylines for employees with a status of Active or Paid Leave on their job record.

When you create paysheets, the system performs the following tasks:

- Creates paylines for each employee with details of salary or hourly rates, hours, additional earnings, tax methods, and accounting information (if specified in the Job earnings distribution or additional pay pages.)
- Creates paylines where the State will be able to view and change hours, additional earnings, one-time deductions, one-time garnishments, one-time taxes, and overrides to previously established employee-level data (such as the department or account code to which it charges earnings).
- Creates multiple paylines for earnings and hours to be divided among two or more departments, accounts, locations, and so on based on the employee Job Earnings Distribution.
- Prorates earnings and hours for employees who work for only part of a pay period or have a data change (such as a pay increase or department change). The system uses the pay begin and end dates from the pay calendars to create these prorations as needed.
- Creates multiple paylines for employees who work at multiple jobs during a pay period. The State is using multiple jobs, and the combined earnings will not be in one check.
- Automatically approves paysheet data by turning on the **OK to Pay checkbox** on each payline, as specified by the Confirmation Required check box on the Pay Group Table - Process Control page. Salaried employees will have OK to pay turned on and Hourly employees will require a payroll resource to check the box after reviewing the hours.

The following is an example of Paysheet processing for January 2003:



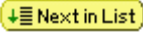
State of North Dakota

	Paygroup	Pay Calendar Begin / End Dates	On/Off Cycle	EE Type	Run ID
Advanced					
	LG1 / MJ1	01/01/03 - 01/31/03	ON	Sal/Hrly	MJ1/LG1013103N
	PG1	01/01/03 - 01/31/03	ON	Sal	PG1013103N
Supplemental					
	PG2	01/01/03 - 01/31/03	ON	Hrly	PG2013103N
	PG1	01/01/03 - 01/30/03	OFF	Sal	PG1013003F
	MJ1 / LG1	01/01/03 - 01/30/03	OFF	Sal/Hrly	MJ1/LG1013003F

USING PAYSHEETS AND PAYLINES

OVERVIEW

PeopleSoft structures its payroll processing around pages known as Paysheets. Modeled after old-fashioned paper payroll sheets, these pages are created with each active employee's basic job information, compensation rate, and tax information. Upon Paysheet creation, the system aggregates all this data from the various tables throughout the system and uses it to correctly pay and tax each employee. There are automatic updates built into the calculation process that will recognize and administer changes to the employee's compensation rate, tax distribution, or deduction eligibility, making it easier for HR to continue routine employee maintenance without waiting until the payroll process has completed.

Each Paysheet is composed of multiple paylines, which is where the employee detail resides and where you can add or change data such as earnings, frequency, one-time deductions, one-time garnishments, one-time taxes, accounting data, and tax periods. Paysheet and Payline pages display the same content, but you access them differently. **Paysheets** are useful when you are entering hours or earnings for the majority of the employees in your payroll run (the preferred method for entering hours or earnings for the majority of the employees would be State Time Entry). Accessing a paysheet means you have an ordered list of multiple employees from the paygroup that you can work through using the  button. The State will generally order the employees within the paysheets by Company, paygroup, department, and employee last name. When you access employee information, you can use either the paysheets or the paylines, but you will generally use the payline because it is employee-specific. Use the **Payline** pages to enter individual earnings data, corrections and last-minute adjustments for employees, because you can access the employee much faster through the individual payline.

WORKING WITH PAYLINES

Each Payline has various key fields that allow the system to keep all the information organized. Among the most important key fields are company, paygroup, page number and line number. If you were to search for a list of employees just by Company, the system orders the employees in the payroll by the same fields, so you will see ordered by company, and then in a paygroup etc. When you access the system and

begin a search, you will see these fields along with the employee ID and the employee record number on the search page.

The paysheets and paylines are what the system uses to calculate the paychecks during Pay Calculation. Once the pay Calc is complete, you may view the Pay Check data results. If there is a manual change to the payline – say you add some earnings or change a deduction – the system will make a note of this change and you will be unable to view the paycheck data. The logic behind this is that the results would no longer be correct, given the changes. You would need to run Pay Calculation again to see the new totals. This is an important concept to remember if the system ever tell you that “No Matching values were found” when you are using the Paysheet Search page. It’s possible that someone has changed payment data, which requires a new calculation. The system will not show you incorrect or stale data.

Once the payroll has been confirmed and paychecks have been printed, the system will no longer allow you to access the paylines. The data still exists in the database, but it is now a matter of history, making the paysheets (which allowed you to make changes) obsolete. You can always inquire on the paycheck data to see the employee’s earnings, tax, and deduction data.

Navigation:

By Payline Security

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Company:

begins with

Pay Group:

begins with

Pay Period End Date:

=

Off Cycle ?

Page #:

=

Line #:

=

EmplID:

begins with

Job Pay Data Change:

=

Partial Pay Period

Name:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Company – The company is ND.

Paygroup – The group assigned to the employee for payroll processing.

Pay Period end date – The last day of the work period being paid for the particular paygroup and cycle you are paying.

Off-Cycle? – This box should be unchecked for on cycle and checked for off cycle.

Page # - the Paysheet Page

Line # - The line within the paysheet

EmplID – The employee's Id number

Job Pay data change – Indicates the status of the payline. Values are:

Calculation required – Indicates there has been a change to the payline or Job data and the system needs to recalculate the check to display the correct data

Yes – The employee's Job, tax, deduction data has changed and the system needs to recalculate the check

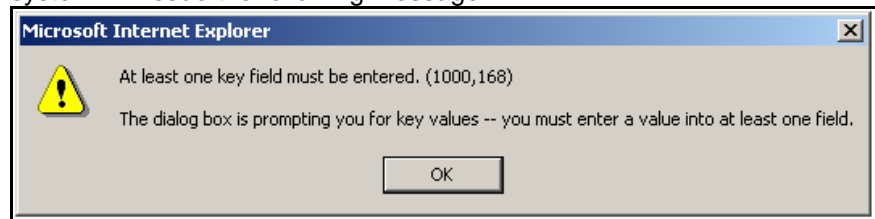
No – There had been no change since the last calculation.

Partial pay period – Indicates if the dates of payment begin mid-period

Name – allows you to enter part of a name and see a list of matching employees

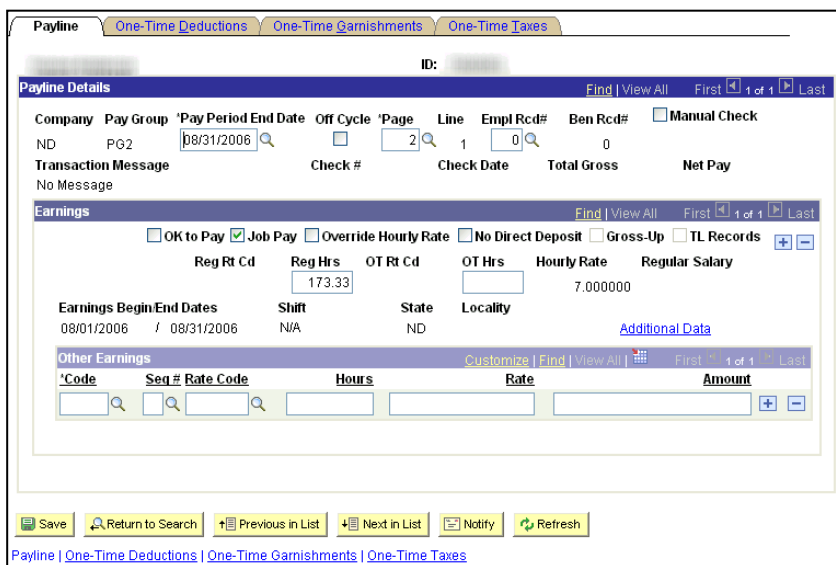
Note: You may enter as many values or as few values as one before you search. But, you must enter at least one search value.

If you click the **Search** button without entering any data in any field, the system will issue the following message:



PAYLINE PAGE

When the system locates the data you have requested, it will display the payline.



The data at the top of the Payline page is displayed for your information and indicates the key fields discussed above. Note that the **Check#**, **Check Date**, **Total Gross**, and **Net pay** fields are blank. The check has not yet been confirmed and therefore there is not data in those fields. The confirmation process updates balances, assigns a check number and updates these fields. The transaction message displayed on this payline is No Message. The messages that may be displayed are:

No Message	The standard message indicates that nothing unusual has happened.
Partial Period	Indicates that the employee was not active for the entire pay period, or that the employee's Job record was updated with an effective date that falls between the pay period begin and end dates.
Pay Data Change	Indicates that one or more of the employee's records was updated since the last time you ran the Pay Calculation process. If you haven't already recalculated the employee's pay, the system recalculates it the next time you run the Pay Calculation process. To select all employees whose pay data changed and requires recalculating, select the <i>Calculation Required</i> value in the Job Pay Data Change field on the Payline

	Update/Display page. Entering Y in the same field selects all employees whose pay was recalculated due to a change in one of their pay-related records.
Pay Data Change - Partial Period	Indicates, for employees who received a Pay Data Change message that a change was made to their Job records with an effective date falling between the pay period begin and end dates, and they have already been recalculated.

The Manual Check box is for OMB use only.

The **Payline Details** scroll area contains various fields that can be updated. The **OK to Pay** checkbox tells the system to include the payline in the total calculation for that check and employee. If it is turned off, the calculation will skip the earnings and they will not be reflected in the Paycheck data page. Depending on the type of employee, this may be set to default to checked or blank. The State has configured the system so that for **salaried** employees it will always be **checked**, meaning the payline will automatically be included in the pay calculation process. However for **hourly** employees, the OK to Pay box will always be **unchecked**, meaning that someone will need to review and manually check the box for the employee to receive pay. If the employee has approved time coming to the paylines (under the Other Earnings scroll area) from time entry, the system will insert a new row and turn on the OK to Pay box. These earnings will already have been approved and therefore will be **OK to Pay**.

The **Job Pay** checkbox is very powerful: it insures that the system recalculates the paycheck if there are any changes to the employee's job, tax, deduction, or garnishment data. If you uncheck it, these updates will cease and YOU CANNOT GET THE BOX BACK to re-check it. If you save the page, the system will permanently exclude the payline from updates from Job data changes because PeopleSoft assumes you wanted a one-time override to the payline. If you uncheck the box but change your mind, you can cancel out of the page without saving to retain the Job Pay functionality. Only paylines created by PeopleSoft, and not those added manually, will have this checkbox available.

Override Hourly rate – If clicked on, this allows you to change the hourly rate used for the Reg hours displayed. You cannot get the box back once you turn it off. Generally, the system populates the average hourly rate automatically based on the employee's Job data record.



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No Direct deposit – If the employee generally opts for direct deposit of earnings, this will pay the earnings on an actual check.

Gross Up – this box is only available for paylines that you add manually. The system-created lines will not have this box available. The system will calculate the earnings as a grossed up amount if you check this box.

Reg Rt Cd and **OT Rt Cd** – The State is not using these rate codes.

Reg hours – The system will populate this field with the weekly standard hours as specified on the employee's job record.

OT hours – you could enter OT hours into this field, but the State will receive OT from time entry, or enter it manually as an override.

Hourly Rate – For hourly employees, this is a display only field based on the compensation rate in the employee's job record. You cannot change it unless you click the **Override Hourly rate** box discussed above.

Regular Salary – For salaried employees, this will display their period salary amount

Earnings begin and End dates – Indicate the period for which the system should calculate the earnings. These dates generally reflect the pay period begin and end dates, but they may also change for prior period adjustments, or for retro pay. The system uses them to look up the correct hourly rate in the employee's compensation history.

Shift – This will be NA always

State – This reflects the employee's work state

Locality – This would reflect the locality if it existed. ND and MN do not use localities.

ADDITIONAL DATA

[Additional Data](#) - This hyperlink will take you to the following page:

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Use](#) > [Payline](#)

Additional Data

Business Unit:	STATE	Tax Periods:	1
Department:	720400	Annl Tax Prds:	<input type="text"/>
Job Code:	6014	Pay Frequency:	M Monthly
Position:	00000037	Tax Method:	Annualized
GL Pay Type:		FICA Status:	<input type="checkbox"/> N <input type="checkbox"/>
Account Code:			

OK

Cancel

As long as the Job Pay check box is checked, you will not be able to change the data on this page, with the exception of the **Annl Tax** periods, which the State will not be changing. If the Job Pay check box is unchecked, you can update these fields.

OTHER EARNINGS

The **Other Earnings** scroll area contains fields for the entry of additional types of earnings.

Other Earnings						Find View All	First	1 of 1	Last
*Code	Seq #	Rate Code	Hours	Rate	Amount				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

Earnings Code: This specifies the type of earnings and, depending on the type of earnings code, the rate. You may manually enter or complete a simple lookup that will show you all the earnings codes available. OMB will also be entering earnings codes in other earnings for hour adjustments and donated leave.

Seq #: Not currently being used.

Rate Code: Select the comp rate code associated with the earnings code you wish to pay the employee. Not all earnings codes will be associated with a comp rate code. However, each comp rate code will require that an earnings code be selected. A comp rate and associated earnings code list are provided in Appendix A at the end of this manual.



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Hours: This is simply the hours worked.

Rate: If the rate of pay for the earnings code you are paying is different than the hourly rate on their pay earnings line, enter the appropriate rate here.

Amount: This is used to enter a lump sum amount.

Generally, the system uses the Other Earnings paylines to post data from the Additional Pay pages. The Time Entry process will also load its time to Other Earnings.



You can insert rows in the scroll area immediately below the Other Earnings Details area if they should be associated with the same **Account Code** in the [Additional Data](#) hyperlink. If you need to change the **Account Code** for an earnings code entered into the Other Earnings Scroll area, you should insert a row at the **Earnings** level. This would also be true if an account code was entered in the state time entry incorrectly and needed to be changed. If you enter multiple other earnings codes below the same Payline Details scroll area row, they will all be charged to the same Account Code. It is important to understand that the Other Earnings scroll area inherits its Account code and other job data defaults from the Payline Details area under which it falls.

The only entries or adjustments that will be done at the Agency level relate to Other Earnings. Any adjustments necessary related to taxes, deductions and/or garnishments, will be done by Central Payroll in OMB.

EXERCISES

The following exercise is designed to review your understanding of the material contained in this manual.

EXERCISE 1 – OTHER EARNINGS CHARGED TO SPECIFIED ACCT CODE

1. Access the payline for your newly hired employee_____
2. Insert a row at the Payline Details scroll area
3. In the Other Earnings scroll area enter the following:
 Earnings Code_____
 Hours_____
 Rate_____
 Amount_____
4. Click the [Additional Data](#) hyperlink
5. Enter an account code: view selection choices by clicking on the magnifying glass icon.
6. Click 
7. Click 

PAY CALCULATION AND PAY CONFIRMATION

OVERVIEW

Perhaps the core of the PeopleSoft Payroll system is the robust and dependable calculation process. The “Calc” as it’s commonly referred to, is intended to be an iterative process, which is to say you can run it over and over, checking the results and changing data until the results are as you wish. The iterative process generally depends on your running the process in **preliminary** mode and not **final** mode. Preliminary mode executes different processes than final calc and those processes allow the changing of and recalculating of data that gives PeopleSoft Payroll its flexibility and strength. This method of processing also gives you complete control of your payroll, allowing you to report on, analyze, and balance your payroll before checks are ever cut. OMB will run the pay calculations twice a day, at 7 am and at noon.

The calc process uses the HR data in the employee’s Job record along with any additional information keyed onto the paylines. The Payline and and the Paycheck data inquiry pages are used often during the pay calculation process to check the results and confirm that changes made are in effect.

The Calculation process also performs many audits of the data to alert you to potentially problematic set up problems, errors in taxes and deductions and employee data issues. All errors must be cleaned up before the confirmation process is run, and checks and advices are issued. The State uses PeopleSoft delivers reports and online pages to help OMB see the errors along with queries written specifically to catch common errors.

Recall, we previously reviewed the functionality of Pay Run Ids and Pay Calendars. The Pay calculation process only works if you have a Pay Run ID attached to a Pay Calendar. It then knows what paygroups and which employee’s should be included in the calculation process. This configuration will allow each agency to maintain control of its payroll and employee data.

This section will discuss Preliminary and Final Calc and Calculate where needed versus re-calculate all.

PRELIMINARY AND FINAL CALC MODES

Pay calculation and pay confirmation is a central payroll function and will be controlled by OMB. OMB will be the only ones accessing the above referenced Run Control Page.

Agencies can continue to make changes to employee Job records as long as OMB is calculating in **Preliminary** mode. The State will be in preliminary mode through the day of "cut off." This greatly enhances the agencies ability to keep up with data coming in and it helps avoid holding important data changes until the next payroll. Agencies will be given a schedule which will identify data entry cut off dates and times. This will include changes to HR, Benefits and Payroll records, as well as changes made directly to paysheets. Central payroll will control when pay recalculations are done, troubleshoot and correct any payroll error messages, and also make the final decision each pay period when payroll is ready to be finalized.

After the cut off date, Central Payroll in OMB will run the calculation process in Final Calc mode. This essentially ends the payline refresh for HR data changes. If users update the Job record after this point, a message will be generated stating that the payroll has entered final calculation and that the changes will be held until the next payroll. OMB will not run a Final Calc until after the system has been closed.

ADDING A PAYSHEET

You may need to pay an employee who was not included in the state time entry for various reasons. You can simply add a new paysheet and use the page to compensate the employee as required.

Navigation:

Main Menu > Payroll for North America > Payroll Processing USA>
Update Paysheets > By Paysheet

PAYSHEET ADD SEARCH PAGE

By Paysheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Company:

begins with

Pay Group:

begins with

Pay Period End Date:

=

Off Cycle ?

Page #:

=

Search

Clear

Basic Search

Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

The first step is to click on the link [Add a New Value](#)

By Paysheet

Find an Existing Value

Add a New Value

Company:

Pay Group:

Pay Period End Date:

Off Cycle ?

Page #:

0

Add

[Find an Existing Value](#) | [Add a New Value](#)

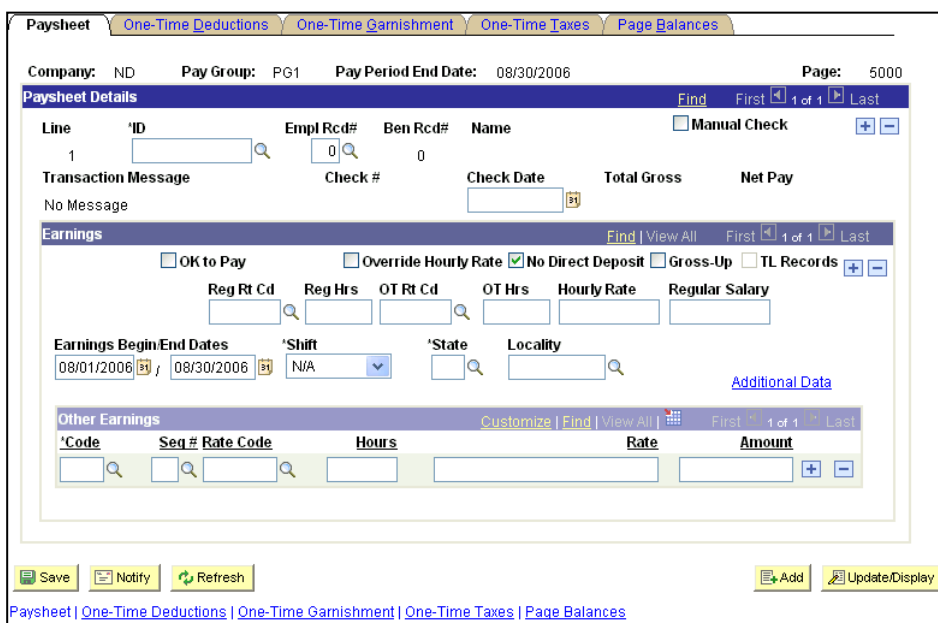
You can see that the page allows you to specify the **Company**, **Paygroup**, **Pay end date**, **off-cycle indicator**, and the actual **page number** you want to create. All fields must be completed on this page.

OMB has assigned specific page range to be used for each agency. This list is included in Appendix A at the end of this manual.

When creating a paysheet, be sure to select the appropriate pay period end date and on & off cycle indicator.

Once you enter the new Paysheet, you will see a familiar page.

PAYSHEET PAGE



The screenshot displays the 'Paysheet' page with the following details:

- Company:** ND
- Pay Group:** PG1
- Pay Period End Date:** 08/30/2006
- Page:** 5000
- Paysheet Details:** Includes fields for Line, ID, Empl Rcd#, Ben Rcd#, Name, Manual Check, Transaction Message, Check #, Check Date, Total Gross, and Net Pay.
- Earnings:** Includes checkboxes for OK to Pay, Override Hourly Rate, No Direct Deposit (checked), Gross-Up, and TL Records. It also has fields for Reg Rt Cd, Reg Hrs, OT Rt Cd, OT Hrs, Hourly Rate, and Regular Salary.
- Other Earnings:** A table with columns for Code, Seq #, Rate Code, Hours, Rate, and Amount.
- Navigation:** Buttons for Save, Notify, Refresh, Add, and Update/Display.

At first, the page will be almost completely blank. You will start by specifying the **Empl ID number** for the person you need to compensate. If you are paying the earnings to an employee with multiple jobs, make sure to change the **Empl Rec#** accordingly to reflect the proper job. Remember to click the **OK to Pay** check box, as it will NOT default to checked.

Make sure that the no direct deposit box is NOT checked. If it is checked, the employee's check will not be direct deposited. Proceed with entering the earnings data required. You can change the earnings to a specific chartfield string by using the [Additional Data](#) hyperlink and entering an



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account code. You can insert rows as needed to pay the employee multiple other earnings.

Note: If the employee has already received his or her regular check and the earning that you are paying are truly extra, make sure to click on the **One-Time Deductions tab** and set the deductions taken fields, both benefit AND general, to **Subset**. The Ben Ded Subset and Genl Ded Subset should be **Sup**. Otherwise, the system will try to take the employee's normal deductions, resulting in an over-deducted situation.

ONE-TIME DEDUCTION PAGE – DEDUCTION GROUP BOX

A screenshot of the "Deductions" page in a web application. The page has a title bar with "Deductions" and navigation links "Find | View All | First | 1 of 1 | Last". Below the title bar, there is a checkbox labeled "OK to Pay" which is checked. Underneath, there are four fields: "Benefit Deductions Taken" with a dropdown menu showing "Subset", "Ben Ded Subset" with a text input "SUP" and a magnifying glass icon, "General Deductions Taken" with a dropdown menu showing "Subset", and "Genl Ded Subset" with a text input "SUP" and a magnifying glass icon.

After you calculate this paysheet (which will happen when the next pay-calculation is run), you can find the paycheck by specifying the pay period end date, page number, employee ID, or employee name and the system would show you all the applicable paylines, from which you could choose the employee.

CHECK REVERSALS AND REISSUES

OVERVIEW

The State will sometimes need to reverse or reissue an employee paycheck if the employee was not correctly compensated. PeopleSoft reversals and adjustments automatically update balances so you do not have to worry about doing so manually. For the State, both types of transactions will be done using off-cycle paylines, associated with the next regular on-cycle calendar or with the off-cycle supplemental payroll. **These processes will always be done by OMB. Please notify OMB as soon as you recognize the need for this to be done.**

Generally, a check reversal is done when you still have the physical check in your possession. For example, you learn after payroll has confirmed that an employee's rate was not changed and the current check is incorrect. You have not yet distributed the checks, so you have time to reverse and re-issue a corrected check. The reversal process created an exact opposite or negative image of the check, basically canceling out the original transaction. Both transactions are kept in PeopleSoft, however, so you have a perfect historical record of your actions. The original check will show a calculated or confirmed "Reversal" and the second transaction will show "Reversing" in the message display.

Once the original check has been reversed a reissued check will be calculated by OMB with the correct information.

PAYROLL REPORTING

OVERVIEW

This section describes how to run and view Payroll reports through the process monitor and report manager.

OBJECTIVES

After completing this section, you will be able to:

1. Run Reports.
2. Review Reports through the Process Monitor.
3. Review Reports through the Report Manager.

Note: All customized reports and the most commonly used delivered Peoplesoft reports have individual detailed instructions sheets on how to process the reports. These instructions are available on OMB's website.

RUNNING STANDARD REPORTS

In this section, the general procedure for running both the standard reports that come with your PeopleSoft applications along with customized reports is covered.

The following sections briefly introduce you to the fundamentals of submitting, monitoring, and viewing reports. The following topics will be covered:

- Requesting Reports in PeopleSoft Applications
- Running Reports using the Process Scheduler
- Checking the Status of a Report
- Viewing Report Results

Note: The procedure described in this chapter applies to most standard reports, but not all of them. Some PeopleSoft applications include reports that you run from outside the system, using PS/nVision or a third-party application. The documentation for your application tells you which application to use.

REQUESTING REPORTS IN PEOPLESOFT APPLICATIONS

To begin the reporting process, use the following navigational path for most customized State Payroll reports: **Main Menu > ND State Applications > Reports**

The Report Menu List will display several customized reports that are available through PeopleSoft. For our example we are going to use the State Leave Balance report.

When you select a report from a menu, you will be prompted for a **Run Control ID**. Each run control you create receives a unique Run Control ID. You may use any value for a Run Control ID. If there is not a predefined Run Control ID, you can create one by clicking on the [Add a New Value](#) hyperlink.

State Leave Balance Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Search by: Run Control ID begins with

☐ Case Sensitive

[Search](#)
[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Click on the [Add a New Value](#) hyperlink and enter a value for your **Run Control ID**. This value can be used as often as you like. Click the [Add](#) button.

State Leave Balance Report

[Find an Existing Value](#)
[Add a New Value](#)

Run Control ID:

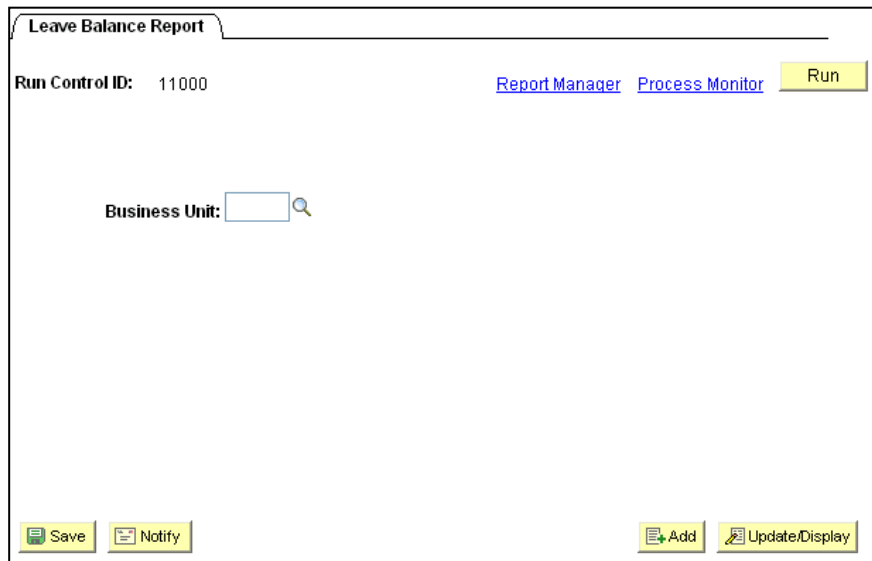
[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

You are now ready to run your report through the Process Scheduler.

RUNNING REPORTS USING THE PROCESS SCHEDULER

The following page will appear after you have added your Run Control ID.



The screenshot shows a web application window titled "Leave Balance Report". At the top, there is a tab labeled "Leave Balance Report". Below the tab, the text "Run Control ID: 11000" is displayed. To the right of this text are two links: "Report Manager" and "Process Monitor", followed by a yellow "Run" button. In the center of the page, there is a label "Business Unit:" followed by a text input field and a magnifying glass icon. At the bottom of the window, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

Follow the directions below to run your report on the process scheduler.

1. Fill in any parameters that are being requested. The ones used for this report are as follows:

Business Unit – *Your Agency's Business Unit*

This will produce the Leave Balance Report for the specified agency.

2. Click on the  button.

The **Process Scheduler Request** page will appear:

Process Scheduler Request

User ID: lberger
Run Control ID: 11000

Server Name: PSNT
Run Date: 10/09/2006

Recurrence:
Run Time: 10:55:16AM
Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Leave Balance Report	NDSP204J	PSJob	Web	PDF	Distribution

OK
Cancel

- Enter *PSNT* in the **Server Name** field. This is where your process is going to run.
- The **Type** and **Format** fields will default to the values set for the delivered report. These values can be changed from this page. *Web* and *PDF* are the most commonly used values.
- Click the **OK** button to continue, or the **Cancel** button to cancel the process.
- The word *Processing* will appear in the top right-hand corner while processing. The word *Save* will briefly appear when done.

You are now ready to check the status of your report.

CHECKING THE STATUS OF A REPORT

After you click the **OK** button on the previous page, you will return to the page listed below.

Leave Balance Report

Run Control ID: 11000

[Report Manager](#)
[Process Monitor](#)

Run

Process Instance: 471066

Business Unit: 11000

Save

Return to Search

Notify

Add

Update/Display

Click on the [Process Monitor](#) hyperlink. This will take you to the **Process List** page. The Process List page will display the Instance Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status and Details.

Instance Sequence	The order that your request is being processed.
Process Type	The process type that is being requested. Examples: SQR Report, Crystal, COBOL, Application Engine.
Process Name	The technical name for the report.
User	The User ID running the report.
Run Date/Time	The Date and Time of processed.
Run Status	The status of the report: Queued, Initiated, Processing, Posted, Success.
Distribution Status	When the Trace/Message Log is available.
Details	Link to view run logs and report results.

Process List

Server List

View Process Request For

User ID: lberger

Type:

Last: 1 Days

Refresh

Server:

Name:

Instance:

to

Run Status:

Distribution Status:

Save On Refresh

Process List

Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	471066		PSJob	NDSP204J	lberger	10/09/2006 10:55:16AM CDT	Success	Posted	Details

[Go back to State Leave Balance Report](#)

Save

Notify

[Process List](#) | [Server List](#)

Queued	Report is waiting to start processing.
Initiated	Report has begun processing.
Processing	Report is processing.
Posted	Report is posted in the Report Manager.
Success	Report has completed successfully.
Error	Report did not complete successfully.

Depending on how much data you ask the system to retrieve, and depending on the system's current processing load, your report might take only a few moments or considerably longer to run, therefore you may not always see all of the processing stages.

Your user ID appears in the **User** field. You can use the navigation arrows on the screen to scroll through the list. Use the **Server**, **Type**, **Run Status**, **Last**, and **Instance** list boxes to limit the processes that Process Monitor displays.

Click **Refresh** to update this page with the latest system activity. If the **Run Status** column says *Initiated* or *Processing*, the report is still running. When it says *Success*, the system has finished running the report.

After you have received a run status of *Success* and a Distribution Status of *Posted*, click on the Report Name NDSP204J and the following page will appear:


Process Detail


Process Name: NDSP204J


Refresh

Main Job Instance: 471066

Left | Right


[471066 - NDSP204J Success](#)


[471067 - NDSP204S Success](#)


[471068 - NDSPR204 Success](#)

Return

For most reports you will click on Details instead of the Report Name to get to this screen.

Click on the 3rd line, NDSPR204 Success to View the View/Log Trace page.

Process Detail

Process	
Instance: 471068	Type: Crystal
Name: NDSPR204	Description: NDSPR204
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: 11000	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 10/09/2006 10:57:07AM CDT	Parameters Transfer
Run Anytime After: 10/09/2006 10:55:16AM CDT	Message Log
Began Process At: 10/09/2006 10:58:03AM CDT	Batch Timings
Ended Process At: 10/09/2006 10:58:08AM CDT	View Log/Trace

OK

Cancel

VIEWING REPORT RESULTS

The following instructions will allow you to view the results of your report.

1. Click on the [View Log/Trace](#) hyperlink and the **Report Log Viewer** page will appear.

View Log/Trace

Report

Report ID: 454

Process Instance: 471068

[Message Log](#)

Name: NDSR204

Process Type: Crystal

Run Status: Success

NDSR204

Distribution Details

Distribution Node: REFNODE

Expiration Date: 10/16/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	10/09/2006 10:58:08.297000AM CDT
NDSR204_471068.PDF	68,128	10/09/2006 10:58:08.297000AM CDT
pssgltrace.trc	490	10/09/2006 10:58:08.297000AM CDT

Distribute To

Distribution ID Type	Distribution ID
User	Iberger








Return

2. Click on the **.PDF** file to view your report. To view file with the .PDF format you must have Adobe Acrobat Reader loaded on your system.

COMMONLY USED ADOBE ACROBAT

BUTTONS

[illegible]

	Save to a file
	Send report to the printer
	Zoom In for larger view
	Zoom out for small view
	Navigate through pages
	Page actual size
	Page fit in window

VIEWING PREVIOUS REPORTS

To check the status of your report, or view previously ran reports, you can navigate to: **PeopleTools > Process Scheduler > Process Monitor**. Change the number of days to how many you need to go back and hit **Refresh**, all reports ran for that time period will show up.

CANCELING OR HOLDING REPORT REQUESTS

Depending on the status of your report, you can cancel it or put it on hold. If the system is done processing a report, you can delete its information from Process Monitor. Click **Details** to display the options for canceling or holding a request.

EMAILING THE REPORT

Choose type of *Email* and *HTML* when you are initially running the report.

Note: If you are entering a list of email addresses, make sure to use a **semicolon** to separate each address from the others.

You can add users or roles to the distribution by adding a row and filling in the pertinent information. You can also use this page to add someone who would not normally have the proper Setting Report Distribution. The **Distribution Detail** page allows you to choose the recipients of your process output. To set up distribution for your process output, click on the **Distribution** hyperlink.

If the process that you are running allows output that can be emailed, you can enter an email subject and message and send the output to a group of email addresses with security to view this output.

Note: You can add users or roles to the distribution by adding a row and filling in the pertinent information. You can also use this page to add someone who would not normally have the proper security to view this output.

You can also run the report as a .PDF file and email it. The formatting on the .PDF file is much easier to read.

WORKING WITH QUERY

VUEWING AN EXISTING QUERY

Navigate:

Main Menu > Reporting Tools > Query > Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

Click on the **‘Search’** button for a list of available queries if you do not know the name of the query you are going to run. You can also narrow your search by enter the first few letters.

The query name will appear in the ‘Search Results’ as shown below:

Note: You can also enter the name of the Query in the search box.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with NDS_PR165

Search [Advanced Search](#)

Search Results

'Folder View: -- All Folders --

Query		Customize Find View All		First 1 of 1 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel
NDS_PR165_DEDUCTIONS		Public		HTML	Excel

You may click on the 'HTML' link to show the results of the query on your screen. If you would like the query results to appear in a spreadsheet click on the 'Excel' link.

The following screen shows the results for clicking on 'HTML'.

Some queries will have prompt boxes that must be completed before the query will run successfully. After you have completed all of the prompt fields, click on 'View Results'.



State of North Dakota

NDS_PR165_DEDUCTIONS

Business Unit:

On Cycle Pay Period End Date:

Off Cycle Pay Period End Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (153 kb)

[View All](#)

First [Last](#)

	Group	Unit	DeptID	Pay Period End Date	ID	Name	Deductn Cd	Ded Class	Descr	Curr Dedn
1	PG1	11000	110150	07/31/2006			P10101	N	Dakota Plan EPO	553.94
2	PG1	11000	110118	07/31/2006			P10101	N	Dakota Plan EPO	553.94
3	PG1	11000	110130	07/31/2006			P10101	N	Dakota Plan EPO	553.94
4	PG1	11000	110110	07/31/2006			P10101	N	Dakota Plan EPO	553.94
5	PG1	11000	110110	07/31/2006			P10101	N	Dakota Plan EPO	553.94
6	PG1	11000	110118	07/31/2006			P10101	N	Dakota Plan EPO	553.94
7	PG1	11000	110130	07/31/2006			P10101	N	Dakota Plan EPO	553.94
8	PG1	11000	110110	07/31/2006			P10101	N	Dakota Plan EPO	553.94
9	PG1	11000	110118	07/31/2006			P10101	N	Dakota Plan EPO	553.94
10	PG1	11000	110130	07/31/2006			P10101	N	Dakota Plan EPO	553.94
11	PG1	11000	110130	07/31/2006			P10101	N	Dakota Plan EPO	553.94
12	PG1	11000	110110	07/31/2006			P10101	N	Dakota Plan EPO	553.94
13	PG1	11000	110110	07/31/2006			P10101	N	Dakota Plan EPO	553.94
14	PG1	11000	110110	07/31/2006			P10101	N	Dakota Plan EPO	553.94
15	PG1	11000	110130	07/31/2006			P10101	N	Dakota Plan EPO	553.94
16	PG1	11000	110130	07/31/2006			P10101	N	Dakota Plan EPO	553.94
17	PG1	11000	110118	07/31/2006			P10101	N	Dakota Plan EPO	553.94
18	PG1	11000	110130	07/31/2006			P10101	N	Dakota Plan EPO	553.94

Note: If once you view the results of the query you would prefer to see the results in an Excel Spreadsheet, you may click on the link 'Excel Spreadsheet' to do this.

APPENDIX A:

Page Numbers for Adding Paysheets		
Business Unit	Page Number Begin	Page Number End
10100	5001	5010
10800	5011	5020
11000	5021	5070
11000/118	5071	5085
11200	5086	5195
11700	5196	5220
12000	5221	5225
12500	5226	5295
12700	5296	5365
14000	5366	5370
15000	5371	5465
16000	5466	5480
18000	5481	5710
18800	9001	9020
19000	5711	5720
19200	5721	5735
20100	5736	5780
22600	5781	5790
25000	5791	5805
25200	5806	5850
25300	5851	5875
27000	5876	5890
30100	5891	6050
31300	6051	6115
31600	6116	6120
32100	6121	6125
32500/310	6126	6425
32500/312	6426	6635
32500/325	6636	7280
36000	7281	7295
38000	7296	7475
40100	7476	7495
40500	7496	7520
40600	7521	7525
40800	7526	7545
41200	7546	7550
41300	7551	7565
41400	7566	7570
48500	7571	7680
50400	7681	7765
50600	7766	7780
51200	7781	7795
53000	7796	8090
54000	8091	8170
60100	8171	8200
60200	8201	8235
60300	8236	8240
60700	8241	8245
60800	8246	8250
61100	8251	8255
61300	8256	8260
61400	8261	8265
61600	8266	8290
61800	8291	8295
62400	8296	8300
62500	8301	8305
62600	8306	8310
66500	8311	8330
67000	6126	6130
70100	8331	8370
70900	8371	8375
72000	8376	8455
75000	8456	8490
77000	8491	8535
80100	8536	9000



State of North Dakota

Comp Rate	Code Description	Rate Code Type	Rate Code Class	Associated Earnings Code
BRD1	Board Member Pay 46.88/Day	Hrly Rate	DLYBRD	S03
BRD2	Board Member Pay 50/Day	Hrly Rate	DLYBRD	S03
BRD3	Board Member Pay 62.50/Day	Hrly Rate	DLYBRD	S03
BRD4	Board Member Pay 65/Day	Hrly Rate	DLYBRD	S03
BRD5	Board Member Pay 75/Day	Hrly Rate	DLYBRD	S03
BRD6	Board Member Pay 100/Day	Hrly Rate	DLYBRD	S03
BRD7	Board Member Pay 105/Day	Hrly Rate	DLYBRD	S03
BRD8	Board Member Pay 162.50/Day	Hrly Rate	DLYBRD	S03
BRD9	Board Member Pay 10.00/Day	Hrly Rate	DLYBRD	S03
BRD10	Board Member Pay 45/Day	Hrly Rate	DLYBRD	S03
BRD11	Board Member Pay 60/Day	Hrly Rate	DLYBRD	S03
BRD12	Board Member Pay 67.5/Day	Hrly Rate	DLYBRD	S03
BRD13	Board Member Pay 111/Day	Hrly Rate	DLYBRD	S03
HRLY1	Additional Hourly Rate	Hrly Rate	HRLYRT	S01,S02
LEG1	Legislative Session 125/Day	Hrly Rate	DLYLEG	S05
LEG2	Legislative Session 130/Day	Hrly Rate	DLYLEG	S05
LEG3	Legislative Session 135/Day	Hrly Rate	DLYLEG	S05
LEG4	Leg Temp Emp Daily Rate	Hrly Rate	DLYLTM	S02
LEGIS	Legislators Monthly Pay	Flat Amt	BASSAL	S04
NACNTR	North American Contract	Flat Amt	(blank)	S06
NAHRLY	Default NA Hourly	Hrly Rate	(blank)	S01,S02
NAMNTH	North American Monthly	Flat Amt	(blank)	S01,S02
ONCLL1	On Call Pay	Hrly Rate	ONCLL	S30
ONCLL2	On Call Pay	Hrly Rate	ONCLL	S30
SHFTH1	Shift Differential Hourly	Hrly Rate	SHFTHR	S20 - S26
SHFTH2	Shift Differential Hourly	Hrly Rate	SHFTHR	S20 - S26
SHFTW1	Shift Weekend Hourly	Hrly Rate	SHFTWK	S27 - S29
SHFTW2	Shift Weekend Hourly	Hrly Rate	SHFTWK	S27 - S29